

**RSPO PRINCIPLE AND CRITERIA –  
2<sup>nd</sup> ANNUAL SURVEILLANCE ASSESSMENT (ASA1\_2)  
Public Summary Report**

<b>Sime Darby Plantation Berhad</b>
Level 3A, Main Block, Plantation Tower No. 2, Jalan P.J.U 1A/7 47301 Ara Damansara Selangor, Malaysia
Certification Unit: <b>Strategic Operating Unit (SOU 18)</b> <b>Diamond Jubilee Palm Oil Mill</b> KM 8, Jasin - Simpang Bekoh Road, District of Jasin 77100 Jasin, Melaka Malaysia

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### Section 1: Scope of the Certification Assessment

1. Company Details			
<b>RSPO Membership Number</b>	1-0008-04-000-00	<b>Membership Approval Date</b>	06/09/2004
<b>Parent Company Name</b>	Sime Darby Plantation Berhad		
<b>Address</b>	Level 3A, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7, 47301 Ara Damansara, Selangor, Malaysia		
<b>Subsidiary (Certification Unit Name)</b>	Strategic Operating Unit (SOU 18) - Diamond Jubilee Palm Oil Mill		
<b>Address</b>	KM 8, Jasin - Simpang Bekoh Road, District of Jasin, 77100 Jasin, Melaka, Malaysia		
<b>Contact Name</b>	Mdm Shylaja Devi Vasudevan Nair (Head, Sustainability Unit PSQM) Mr Senthilkumaran Gopal (Mill Manager)		
<b>Website</b>	www.simedarbyplantation.com	<b>E-mail</b>	shylaja.vasudevan@simedarbyplantation.com kks.diamond.jubilee@simedarby.com
<b>Telephone</b>	+603-78484379 (Head Office) +606-5291 302 (Mill)	<b>Facsimile</b>	+603 78484363 (Head Office) +606-5292 019 (Mill)

2. Certification Information			
<b>Certificate Number</b>	RSPO 591224	<b>Date of First Certification</b>	05/10/2011
		<b>Certificate Start Date</b>	05/10/2016
		<b>Certificate Expiry Date</b>	04/10/2021
<b>Scope of Certification</b>	Palm Oil and Palm Kernel Production from Diamond Jubilee Palm Oil Mill and Supply Base (Diamond Jubilee Estate, Bukit Asahan Estate & Serkam Estate)		
<b>Applicable Standards</b>	RSPO P&C MY-NI 2014; RSPO Supply Chain Certification Standard 2017 (CPO Mill – Module D)		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
MSPO 688335	MS 2530-3 Malaysian Sustainable Palm Oil (MSPO) Part 3	BSI Services Malaysia Sdn. Bhd.	09/01/2023
MSPO 682043	MS 2530-4 Malaysian Sustainable Palm Oil (MSPO) Part 4		09/01/2023

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
Diamond Jubilee Palm Oil Mill (25mt/hour)	KM 8, Jasin - Simpang Bekoh Road, District of Jasin, 77100 Jasin, Melaka, Malaysia	2° 20' 3" N	102° 29' 11" E
Diamond Jubilee Estate	Ladang Diamond Jubilee, KM 8, Jasin – Simpang Bekoh Road, District of Jasin 77100 Jasin, Melaka, Malaysia	2° 19' 50" N	102° 29' 18" E
Bukit Asahan Estate	Ladang Bukit Asahan, Jalan Asahan 77100 Melaka, Malaysia	2° 23' 38" N	102° 32' 45" E
Serkam Estate	Ladang Serkam, Kemendore Div. 77009 Jasin, Melaka, Malaysia	2° 19' 24" N	102° 24' 59" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Diamond Jubilee Estate	2,642.99 *	21.48	307.74	2,972.21	89.0
Bukit Asahan Estate	1,833.75	-	283.14	2,116.89	87.0
Serkam Estate	2,965.53	1.36	105.30	3,072.19	97.0
<b>Total</b>	<b>7,442.27</b>	<b>22.84</b>	<b>696.18</b>	<b>8,161.29</b>	<b>91.0</b>

*Note \*154.88 ha reduced in Diamond Jubilee Estate due to Land Acquisition by Syarikat Paduan Realiti*

6. Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Diamond Jubilee	358.75	711.76	1,129.25	443.23	-	2,284.24	358.75
Serkam	435.32	482.31	613.5	257.27	45.35	1,398.43	435.32
Bukit Asahan	-	324.80	2,546.78	70.9	23.05	2,965.53	-
<b>Total (ha)</b>	<b>794.07</b>	<b>1,518.87</b>	<b>4,289.53</b>	<b>771.4</b>	<b>68.4</b>	<b>6,648.20</b>	<b>794.07</b>

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<b>7. Certified Tonnage of FFB (Own Certified Scope)</b>			
Estate	Tonnage / year		
	Estimated (October 2017 – September 2018)	Actual (July 2017 - August 2018)	Forecast (October 2018 - September 2019)
Diamond Jubilee Estate	55,762.63	67,833.60	52,450.00
Serkam Estate	33,665.66	13,896.60	33,599.00
Bukit Asahan Estate	64,006.55	69,455.60	65,230.00
<b>Total</b>	153,434.84	151,185.82	151,279.00

Remark:

1) The actual volume certified FFB figure in the table was from 2 periods (July 17 to September 17 and October 17 to August 18).  
Total FFB received for license period (October 17 – August 18) = 119,322.30 MT.

<b>8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *</b>			
Estate	Tonnage / year		
	Estimated (October 2017 – September 2018)	Actual (July 2017 - August 2018)	Forecast (October 2018 - September 2019)
Kempas	N/A	942.34	N/A
Kemuning		697.11	
Tangkah		4,203.80	
Tampin Linggi		25.98	
Lanadron		688.77	
Pertang		342.73	
<b>Total</b>		6,900.73	

**Note:**  
*Crop diversion from other certified unit(s) within the same management. \**

<b>9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable</b>			
Independent FFB Supplier	Tonnage / year		
	Estimated (October 2017 – September 2018)	Actual (July 2017 - August 2018)	Forecast (October 2018 - September 2019)
	N/A		
<b>Total</b>			

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10. Certified Tonnage			
Mill Capacity: 25 MT/hr	Estimated (October 2017 – September 2018)	Actual (July 2017 - August 2018)	Forecast (October 2018 - September 2019)
	FFB	FFB	FFB
	153,434.84	158,086.55	151,279.00
SCC Model: IP	CPO (OER: 22.50%)	CPO (OER: 21.10%)	CPO (OER: 21.50%)
	30,735.45	33,362.889	32,524.99
	PK (KER: 5.50%)	PK (KER: 5.34%)	PK (KER: 5.50%)
	7,513.11	8,446.63	8,320.35

Remark:

- i) The actual volume certified FFB, CPO and PK figure in the table was from 2 periods (July 17 to September 17 and October 17 to August 18).
- ii) Total tonnage for license period (October 17 – August 18) FFB received = 119,322.30 MT, CPO production = 25,272.10 MT and PK production = 6416.97 MT .

11. Actual Sold Volume (CPO) (July 2017 - August 2018)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	9,108.76	-	-	24,125.06	33,233.82

12. Actual Sold Volume (PK) (July 2017 - August 2018)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	3,550.00	-	-	4,851.31	8,401.31

13. Actual Group certification Claims		
	Credit	Physical Volume (MT)
IS-CSPO	N/A	
IS-CSPKO		
IS-CSPKE		

## Section 2: Assessment Process

### Certification Body:

BSI Services Malaysia Sdn Bhd,  
(ASI Accreditation Number: ASI-ACC-067)  
Unit 3, Level 10, Tower A  
The Vertical Business Suites, Bangsar South  
No. 8, Jalan Kerinchi  
59200 Kuala Lumpur  
Tel +603 2242 4211 Fax +603 2242 4218  
Nicholas Cheong: [Nicholas.Cheong@bsigroup.com](mailto:Nicholas.Cheong@bsigroup.com)  
[www.bsigroup.com](http://www.bsigroup.com)

BSI is a leading global provider of management systems assessment and certification, with more than 80,000 certified locations and clients in over 180 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Jakarta and Australia which involve in RSPO Certification Program.

### 2.1 Assessment Methodology, Programme, Site Visits

The on-site surveillance assessment was conducted from 04 – 07/09/2018. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates (Diamond Jubilee, Bukit Asahan & Serkam Estate). A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The audit programmes are included in Section 2.3.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO Principles & Criteria 2013 (MYNI-2014) and RSPO Supply Chain Certification Standard 2017 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. The mill was audited together with the estates (or smallholders) of its supply base.

- The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula  $N = (0.8\sqrt{y}) \times (z)$  where y is the number of estates and where z is the multiplier defined by risk assessment
- As for the smallholders, the sample were determined following the RSPO Management System Requirements and Guidance for Group Certification of FFB Production (2016). The sampling of smallholders were based on the formula  $(0.8\sqrt{y}) \times (z)$ ; where y is total number of independent group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix J.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each



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meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.5.

All the previous nonconformities are remains closed. The assessment findings for the annual surveillance assessment are detailed in Section 3.4.

This report is structured to provide a summary of assessment finding as attached in the Appendix A. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

For Initial and Re-certification assessment, the report was externally reviewed by RSPO approved Certification Reviewer prior to certification decision by BSI.

For Annual surveillance assessment, the report was internally reviewed and approved by BSI qualified certification reviewer.

**The following table would be used to identify the locations to be audited each year in the 5 year cycle**

<b>Assessment Program</b>					
<b>Name (Mill / Supply Base)</b>	<b>Year 1 (Certification)</b>	<b>Year 2 (ASA 1)</b>	<b>Year 3 (ASA 2)</b>	<b>Year 4 (ASA 4)</b>	<b>Year 5 (ASA 5)</b>
Diamond Jubilee Palm Oil Mill	✓	✓	✓	✓	✓
Diamond Jubilee Estate	✓	-	✓	✓	✓
Bukit Asahan Estate	-	✓	✓	✓	✓
Serkam Estate	✓	✓	✓	✓	✓

**Tentative Date of Next Visit:** June 3, 2019 - June 7, 2019

**Total No. of Mandays:** 13 mandays

**2.2 BSI Assessment Team:**

<b>Team Member Name</b>	<b>Role</b>	<b>Qualification</b>
Hu Ning Shing (HNS)	Team Leader	She holds Bachelor Degree in Science majoring in Applied Chemistry, graduated from University of Malaya on 2011. She has 5 years working experience in rubber and palm oil industry. She also has the experiences as auditor for several standards including ISO 9001, MSPO and RSPO in

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		her previous certification body. She completed the ISO 9001 Lead Auditor Course on 2016, Endorsed RSPO P&C Lead Auditor Course in 2012 and Endorsed RSPO SCCS Lead Auditor Course in 2015. She had been involved in RSPO auditing since November 2015 in more than various companies in Malaysia. During this assessment, she assessed on the aspects of social. She is fluent in Bahasa Malaysia and English languages.
Mohd Hafiz Mat Hussain (HH)	Team member	He holds Bachelor Degree in Plantation Technology and Management, graduated from University Technology Mara (UiTM) on 2009. He has 4 years working experience in oil palm plantation industry. He also has the experiences as an auditor for several standards including ISO 9001, ISO 140001, OHSAS 18001, MSPO and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2013, Endorsed RSPO P&C Lead Auditor Course in 2014, MSPO Awareness Training in 2014 and Endorsed RSPO SCCS Lead Auditor Course in 2016. He had been involved in ISO9001, ISO14001 and OHSAS 18001 auditing since May 2013 within Malaysia, Brunei, Indonesia and RSPO auditing within Malaysia, Papua New Guinea, Solomon Islands, Gabon and Liberia. During this assessment, he assessed on the aspects of legal, mill best practices, SCC for mill, estate best practices, safety and health, environmental and workers and stakeholders consultation.
Muhammad Fadzli Masran (MF)	Team member	Fadzli graduated in Bachelor of Forestry Science at University Putra Malaysia. He started his career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day to day plantation operations. In his career at Kulim Plantation, Fadzli had accumulated more than 10 years of sustainability implementation experience including workers' welfare, workers' occupational, health & safety, environment conservation and protection at buffer areas and continuous improvement management plans. Fadzli had accumulated auditing experience when he was the internal auditor for ISO9001 and ISO14001 at Kulim Plantations. He has completed ISO IMS 9001, 14001, 45001(OHS 18001) Lead Auditor Course in April 2018 and endorsed RSPO Lead Auditor Course in July 2018. Fluent in Bahasa Malaysia and English Language. He covered Mill & Estate Best Practices, Legal, OSH, Workers Consultation & etc.
Elzy Ovktafia	Team member	She graduated from Universiti Putra Malaysia in Diploma of Agriculture, holding the designatory of LISP from the Incorporated Society of Planters and currently in the midst of completing the AISP level (professional certificate and recognition from the Incorporated Society of Planters). She involve in audits and technical reviews works mainly for Sustainability Programme includes RSPO, MSPO and 2nd Party Audit for Social Compliance Programme (URSA,

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		ETI, etc) for 2 years in more than 11 countries. She is a qualified Lead Auditor/Auditor for RSPO P&C, RSPO NEXT, RSPO SCC, ISO 9001:2015 and Social Compliance Audit by Verite. Prior to this, she was the Agronomist in R&D Department for almost 5 years in Oil Palm Plantation where her task involved in all Oil Palm Plantation Operations such as conducting experimental trials on Research & Development with technical paper publications, Crop Forecast, Leaf & Soil Sampling Collection, Fertilizer Recommendation, Pest and Diseases Training, Quality Control as well as special project namely Yield Intensification Project and Food for Palm Project for estates. She covered RSPO Supply Chain Certification Standard.
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**Accompanying Persons:**

No.	Name	Role
1.	Anis Nabihah	Observer

**2.3 Assessment Plan**

The Assessment plan was sent to the client prior to the assessment (attached assessment plan).

PRELIMINARY AGENDA						
Date	Time	Subjects	Mohd Hafiz	Ning Shing	Fadzli	Elzy

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Monday 3/9/2018	PM	Check-in at Seri Malaysia Hotel.	✓	✓	✓	✓	
Tuesday 4/9/2018							
Diamond Jubilee Palm Oil Mill	0830-1730	Supply chain audit for Diamond Jubilee POM <ul style="list-style-type: none"> <li>• General COC for supply chain</li> <li>• RSPO rules communication and claim Module D: Identity Preserved</li> </ul>	-	-	-	✓	
Tuesday 4/9/2018	0830-0900	Opening Meeting: <ul style="list-style-type: none"> <li>• Opening Presentation by Audit team leader.</li> <li>• Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation).</li> <li>• Verification on previous audit findings</li> </ul>	✓	✓	✓	-	
	0900-1200	<b>Bukit Asahan Estate Estate</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	✓	✓	✓	-	
	1000-1200	<b>Meeting with stakeholders</b> (Government, village rep, smallholders, Union Leader, contractor etc.)	-	✓	-	-	
	1200-1300	Lunch	✓	✓	✓	-	
	1300-1630	<b>Bukit Asahan Estate</b> Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	✓	✓	✓	-	
	1630-1700	Interim Closing Briefing and end of day 2	✓	✓	✓	-	
Wednesday 5/9/2018							
	Diamond Jubilee Palm Oil Mill	0900-1200	<b>Diamond Jubilee Palm Oil Mill</b> Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders etc.	✓	✓	✓	-
	1000-1200	<b>Meeting with stakeholders</b> (Government, village rep, smallholders, Union Leader, contractor etc.)	-	✓	-	-	
	1200-1300	Lunch	✓	✓	✓	-	

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	1300-1630	<b>Diamond Jubilee Palm Oil Mill:</b> Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs. Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc. Verify previous nonconformities.	✓	✓	✓	-
	1630-1700	Interim Closing Briefing and end of day 3	✓	✓	✓	-
Thursday 6/9/2018  <b>Serkam Estate</b>	0830-1300	<b>Serkam Estate</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	✓	✓	✓	-
	1200-1300	Lunch	✓	✓	✓	-
	1300-1630	<b>Serkam Estate</b> Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	✓	✓	✓	-
	1630-1700	Interim Closing Briefing and end of day 4	✓	✓	✓	-
Friday 7/9/2018  <b>Diamond Jubilee Estate</b>	0830-1300	<b>Diamond Jubilee Estate</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	✓	✓	✓	-
	1200-1400	Lunch and Friday Prayer	✓	✓	✓	-
	1400-1630	<b>Diamond Jubilee Estate</b> Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	✓	✓	✓	-
	1630-1700	Closing meeting	✓	✓	✓	-

### Section 3: Assessment Findings

#### 3.1 Normative requirement applied for this assessment:

- Sime Darby Plantation Berhad Time Bound Plan
- RSPO P&C 2013 Generic
- RSPO Group Certification Standard 2016
- RSPO Supply Chain Certification Standard 2017
- RSPO P&C GA-NIWG 2017
- RSPO P&C INA-NIWG 2016
- RSPO P&C MY-NIWG 2014
- RSPO P&C PNG-NIWG 2017

#### 3.2 Time Bound Plan progress for multiple management units

Time Bound Plan		
Requirement	Remarks	Compliance
Does the plan include all current subsidiaries, estates and mills?	The time bound plan includes all SOUs in Malaysia and Indonesia. Malaysia - Effectively 34 SOUs: Sg Samak and Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down. Indonesia - Effectively 25 SOUs. For Liberia operations, a new mill is being set up and commissioned in Feb 2016. Initial audit was	Yes

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	<p>carried out in March 2018 but unable to be completed due strike and unstable site condition. Audit was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1<sup>st</sup> quarter of 2019.</p>	
<p>Have all the estates and mills certified within five years after obtaining RSPO membership?</p>	<p>For Liberia operations, a new mill is being set up and commissioned in Feb 2016. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audit was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1<sup>st</sup> quarter of 2019.</p>	<p>Yes</p>
<p>Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three-year from the date of acquisition. Certification plan for the new acquisition shall be available.</p>	<p>In March 2015, Sime Darby Plantation completed the acquisition of New Britain Palm Oil Limited (NBPOL). NBPOL is managed under a separate entity and the reporting of timebound plan will be under NBPOL's management. NBPOL is considered as a different entity/member under the RSPO and NBPOL is 100% RSPO Certified.</p> <p>A new mill has been set up in Liberia and planned for commissioning in Feb 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. *RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in completed. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audit was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1<sup>st</sup> quarter of 2019.</p>	<p>Yes</p>
<p>Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?</p>	<p>Sime Darby Plantation's time bound plan for certification is initially 3 years, starting 2008-2011. SDP has had all its SOUs (Malaysian &amp; Indonesian) completing the RSPO Main Assessment by end Dec 2011 in accordance to the initial timebound plan. As at Dec 2011, all Malaysian SOUs have been RSPO certified (with the exception of 2 new oil mills commissioned to replace the current oil mills after the initial timebound plan targets). The 2 new mills have been RSPO Certified in Jan and Feb 2014.</p> <p>For Indonesian operations, currently, 1 SOU in Indonesia (PT MAS) is pending for RSPO Certification due to social legacy issues.</p> <p>SDP's is actively working on its certification targets given the span across a large geographical location and over 200 estates and mills in operation.</p>	<p>Yes</p>

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	<p>97% of Sime Darby Plantation's upstream operations is RSPO certified, one SOU - PT MAS pending certification in Indonesia due to some social disputes and a new oil mill in Liberia has been commissioned in Feb 2016.</p> <p>SDP's time bound plan has been revised to take into consideration the social challenges encountered in Indonesia for the remaining SOU (PT MAS) yet to be certified.</p> <p>Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter.</p> <p>For Indonesia operation, the reported Case No: DSF 007 between the parties PT Mistra Austral Sejahtera (a subsidiary of Sime Darby Plantation Sdn Bhd) and Kerunang/Entapang community. New status has been updated for dispute tracker for following case, <a href="http://www.rspo.org/members/dispute-settlement-facility/status-of-disputes#007">http://www.rspo.org/members/dispute-settlement-facility/status-of-disputes#007</a></p>	
<p>Have there been any isolated lapses in implementation of the plan? If yes a <b>Minor</b> non-compliance shall be raised</p>	<p>No lapses.</p>	<p>Yes</p>
<p>Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a <b>Major</b> non-compliance shall be raised</p>	<p>No.</p>	<p>Yes</p>
<p>Have there been any stakeholder comments?</p>	<p>Up to date, there is no comment. SDP continues to engage all affected parties through regular discussions and progress reporting is being made to the RSPO Secretariat.</p>	<p>Yes</p>
<p><b>Un-Certified Units or Holdings</b></p>		
<p>No replacement after dates defined in NIs Criterion 7.3:</p> <ul style="list-style-type: none"> <li>• Primary forest.</li> <li>• Any area required to maintain or enhance HCVs in accordance with RSPO P&amp;C criterion 7.3.</li> </ul>	<p>HCV assessment has been conducted for uncertified units i.e. PT Mas (by Aksenta in March 2009) and Sime Darby Plantation Liberia operations (by RSPO approved assessors – Dr SK Yap in 2011).</p>	<p>Yes</p>
<p>Any new plantings since January 1<sup>st</sup> 2010 shall comply with the RSPO New Plantings Procedure.</p>	<p>A new mill will be set up in Liberia and planned for commissioning in Feb 2016. Initial audit was carried out in March 2018 but unable to be completed due strike and unstable site condition. Audit was premature terminated and postponed to a later date in 2019. Sime Darby has decided to re-audit on 1st quarter of 2019. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress.</p> <p>*Note: RSPO NPP Announcements for SDP can be found at <a href="http://www.rspo.org/certification/new-">http://www.rspo.org/certification/new-</a></p>	<p>Yes</p>



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<p>Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&amp;C criteria 2.2, 6.4, 7.5 and 7.6.          The RSPO RaCP tracker shall be checked to confirm for any land conflicts/Liabilities <a href="https://www.rspo.org/certification/remediation-and-compensation/racp-tracker">https://www.rspo.org/certification/remediation-and-compensation/racp-tracker</a>. The progress on the Liabilities shall be verified and reported.</p>	<p>planting-procedures/public-consultations/page/14?</p> <p>Latest update based on RSPO Case Tracker (19 potential liabilities; 5 LUCA submitted, 1 LUCA is passed, 1 CN submitted, 1 CN approved) on LUCA submission status as per below table:</p> <p style="text-align: center;"><b>SIME DARBY PLANTATION: LUCA SUBMISSION TIMELINE</b></p> <table border="1" data-bbox="711 611 1303 1050"> <thead> <tr> <th>No.</th> <th>PT/ Company</th> <th>Report Submission to RSPO</th> <th>Current Status (14 Aug 2018)</th> </tr> </thead> <tbody> <tr><td>1.</td><td>PT Lahan Tani Sakti</td><td>Submitted on 31 May 2017</td><td>LUCA approved by reviewer</td></tr> <tr><td>2.</td><td>PT Bina Sains Cemerlang</td><td>Submitted on 29 Sept 2017</td><td>Shapefiles submitted to RSPO</td></tr> <tr><td>3.</td><td>PT Swadaya Andika</td><td>Submitted on 6 Oct 2017</td><td>Shapefiles submitted to RSPO</td></tr> <tr><td>4.</td><td>PT Langgeng Muara Makmur</td><td>Submitted on 8 Dec 2017</td><td>Shapefiles submitted to RSPO</td></tr> <tr><td>5.</td><td>PT Laguna Mandiri</td><td>Submitted on 20 Dec 2017</td><td>Shapefiles submitted to RSPO</td></tr> <tr><td>6.</td><td>PT Kridatama Lancar</td><td>Submitted on 22 Sept 2017</td><td></td></tr> <tr><td>7.</td><td>PT Paripurna Swakarsa</td><td>Submitted on 29 Sept 2017</td><td></td></tr> <tr><td>8.</td><td>PT Sime Indo Agro</td><td>Submitted on 10 Nov 2017</td><td></td></tr> <tr><td>9.</td><td>PT Bhumireksa Nusa Sejati</td><td>Submitted on 12 Dec 2017</td><td></td></tr> <tr><td>10.</td><td>PT Budidaya Agro Lestari</td><td>Submitted on 15 Dec 2017 *Re-submitted on 29 Dec 2017</td><td></td></tr> <tr><td>11.</td><td>PT Teguh Sempurna</td><td>Submitted on 15 Dec 2017 *Re-submitted on 29 Dec 2017</td><td></td></tr> <tr><td>12.</td><td>PT Bahari Gembira Ria</td><td>Submitted on 29 Dec 2017</td><td>Shapefiles to be submitted to RSPO by 17 Aug 2018</td></tr> <tr><td>13.</td><td>PT Guthrie Pecconina Indonesia</td><td>Submitted on 29 Dec 2017</td><td></td></tr> <tr><td>14.</td><td>PT Sajang Heulang</td><td>Submitted on 29 Dec 2017</td><td></td></tr> <tr><td>15.</td><td>PT Bersama Sejahtera Sakti</td><td>Submitted on 29 Dec 2017</td><td></td></tr> <tr><td>16.</td><td>PT Tunggal Mitra Plantation</td><td>Submitted on 29 Dec 2017</td><td></td></tr> <tr><td>17.</td><td>PT Ladangrumpun Suburabadi</td><td>Submitted on 29 Dec 2017</td><td></td></tr> <tr><td>18.</td><td>PT Aneka Inti Persada</td><td>Submitted on 29 Dec 2017</td><td></td></tr> <tr><td>19.</td><td>PT Mitra Austral Sejahtera</td><td>Submitted on 29 Dec 2017</td><td></td></tr> </tbody> </table> <p>Note: SDP's LUCA is still in queue for review process pending finalization of the contract between RSPO and the reviewer. Sime Darby Plantation has also submitted its RSPO Compensation Plan (CP) for evaluation by RSPO.</p>	No.	PT/ Company	Report Submission to RSPO	Current Status (14 Aug 2018)	1.	PT Lahan Tani Sakti	Submitted on 31 May 2017	LUCA approved by reviewer	2.	PT Bina Sains Cemerlang	Submitted on 29 Sept 2017	Shapefiles submitted to RSPO	3.	PT Swadaya Andika	Submitted on 6 Oct 2017	Shapefiles submitted to RSPO	4.	PT Langgeng Muara Makmur	Submitted on 8 Dec 2017	Shapefiles submitted to RSPO	5.	PT Laguna Mandiri	Submitted on 20 Dec 2017	Shapefiles submitted to RSPO	6.	PT Kridatama Lancar	Submitted on 22 Sept 2017		7.	PT Paripurna Swakarsa	Submitted on 29 Sept 2017		8.	PT Sime Indo Agro	Submitted on 10 Nov 2017		9.	PT Bhumireksa Nusa Sejati	Submitted on 12 Dec 2017		10.	PT Budidaya Agro Lestari	Submitted on 15 Dec 2017 *Re-submitted on 29 Dec 2017		11.	PT Teguh Sempurna	Submitted on 15 Dec 2017 *Re-submitted on 29 Dec 2017		12.	PT Bahari Gembira Ria	Submitted on 29 Dec 2017	Shapefiles to be submitted to RSPO by 17 Aug 2018	13.	PT Guthrie Pecconina Indonesia	Submitted on 29 Dec 2017		14.	PT Sajang Heulang	Submitted on 29 Dec 2017		15.	PT Bersama Sejahtera Sakti	Submitted on 29 Dec 2017		16.	PT Tunggal Mitra Plantation	Submitted on 29 Dec 2017		17.	PT Ladangrumpun Suburabadi	Submitted on 29 Dec 2017		18.	PT Aneka Inti Persada	Submitted on 29 Dec 2017		19.	PT Mitra Austral Sejahtera	Submitted on 29 Dec 2017		<p>Yes</p>
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<p>Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&amp;C criterion 6.3.</p>	<p>No stakeholder comments or complaints received.</p>	<p>Yes</p>																																																																																
<p>Any Legal non-compliance is being addressed through measures consistent with the requirements of RSPO P&amp;C criteria 2.1</p>	<p>None noted. No stakeholder comments or complaints received.</p>	<p>Yes</p>																																																																																
<p>Did the company conduct internal audit against the uncertified management units requirement? If yes, a positive assurance statement shall be available.</p>	<p>Yes</p>	<p>Yes</p>																																																																																

**3.3 Progress of scheme smallholders and/or outgrowers (if applicable to this assessment)**

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
<p>Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?</p>	<p>Not applicable</p>	

### 3.4 Details of findings

The nonconformity is listed below. The summary report of the assessment by criteria is listed in Appendix A.

During the Certification Assessment there were two (2) Minor nonconformities raised. The Diamond Jubilee Palm Oil Mill Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment.

<b>Summary of Total Number of Nonconformity</b>			
<b>Nonconformity</b>			
<b>NCR Ref #</b>	1678718-201806-N1	<b>Clause &amp; Category (Major / Minor)</b>	Indicator 6.9.3 Minor
<b>Date Issued</b>	07/09/2018	<b>Due Date</b>	Next Annual Surveillance Assessment
<b>Closed (Yes / No)</b>	No	<b>Date of nonconformity Closure</b>	N/A
<b>Statement of Nonconformity:</b>	Frequency of the meeting was not accordance to the Gender Committee Handbook.		
<b>Requirement Reference:</b>	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.		
<b>Objective Evidence:</b>	Diamond Jubilee POM and Diamond Jubilee Estate: SDPSB has implemented Gender Committee Handbook, First Edition 2014 which developed by Plantation Sustainability & Quality Management (PSQM) Department. According to the handbook, the meeting shall be conducted quarterly (every 3 months once). However, the meeting was conducted on 4/8/2018 and 12/3/2018 which exceeded the 3 months' frequency.		
<b>Corrections:</b>	The following meeting is planned to be conducted in November 2018.		
<b>Root Cause Analysis:</b>	No management plan for gender committee meeting.		
<b>Corrective Actions:</b>	Developed management plan that indicates that meeting to be conducted in three monthly basis. To begin with the meeting on Nov 2018, Feb 2019, May 2019, Aug 2019.		
<b>Assessment Conclusion:</b>	The corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next assessment.		

<b>Summary of Total Number of Nonconformity</b>			
<b>Nonconformity</b>			
<b>NCR Ref #</b>	1678718-201806-N2	<b>Clause &amp; Category</b>	Indicator 5.1.3

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		<b>(Major / Minor)</b>	Minor
<b>Date Issued</b>	07/09/2018	<b>Due Date</b>	Next Annual Surveillance Assessment
<b>Closed (Yes / No)</b>	No	<b>Date of nonconformity Closure</b>	N/A
<b>Statement of Nonconformity:</b>	Monitoring of period for scheduled waste disposal has not been effectively implemented in Serkam Estate.		
<b>Requirement Reference:</b>	This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures.		
<b>Objective Evidence:</b>	Sighted during site visit, SW 305 used lubricant oil and SW 306 used hydraulic oil generated from Nov 2017 still yet to be disposed until the day of visit. Verified the inventory of Scheduled Waste from E-SWISS system sent to DOE, confirmed the waste generated is yet to be disposed. The estate supposed to write letter for Extension of Time for storage Scheduled Waste more than 180 days to DOE in May 2018. However, the estate only submit the letter and application form on 6/8/2018. The application has yet to be approved.		
<b>Corrections:</b>	The management has arranged for disposal of scheduled waste on 18/9/2018.		
<b>Root Cause Analysis:</b>	The newly recruited store clerk was not trained in scheduled waste management.		
<b>Corrective Actions:</b>	To train new store clerk on scheduled waste management.		
<b>Assessment Conclusion:</b>	The corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next assessment.		

<b>Opportunity for Improvements</b>	
<b>OFI #</b>	<b>Description</b>
<b>OFI 1</b>	Nil

<b>Positive Findings</b>	
<b>PF #</b>	<b>Description</b>
<b>PF 1</b>	Nil

**3.4.1 Status of Nonconformities Previously Identified and Observations**

<b>Non-Conformity</b>			
<b>NCR Ref #</b>	1501387-201707-N1	<b>Clause &amp; Category (Major / Minor)</b>	Indicator 4.6.10 Minor
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	07/09/2018
<b>Statement of Nonconformity:</b>	Implementation of waste materials disposal including the practice of reduce, reuse and recycle of materials was not effectively demonstrated.		
<b>Requirement Reference:</b>	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated.		

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<b>Objective Evidence:</b>	Bukit Asahan Estate: During the site visit it was found that contaminated/used cloths/rags/ gloves were seen in the surrounding areas of the workshop and scrap yard ground. Dumpsite (landfill) in field 04A was found filled with Scheduled Waste.
<b>Corrective Actions:</b>	- To issue letter to the contractors. - To train the contractors and employee on scheduled wastemanagement.
<b>Assessment Conclusion:</b>	ASA1_2 verification  During site visit at Bukit Asahan Estate, no repair works for contractor's vehicle/machinery done in the estate. There was no scheduled waste observed surrounding areas of the workshop and scrap yard ground. All scheduled waste was stored in their designated store. Noted the training records for schedule was for contractors and employee dated 9/8/2017.  The implementation of corrective action was found effective and thus, the minor non-conformity was closed on 7/9/2018.

Non-Conformity			
<b>NCR Ref #</b>	1501387-201707-N2	<b>Clause &amp; Category (Major / Minor)</b>	Indicator 5.3.3 Minor
<b>Closed (Yes / No)</b>	Yes	<b>Date of nonconformity Closure</b>	07/09/2018
<b>Statement of Nonconformity:</b>	Waste and pollutants were identified but implementation to avoid or reduce pollution was lacking.		
<b>Requirement Reference:</b>	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.		
<b>Objective Evidence:</b>	Bukit Asahan Estate During the site visit it was found that: 1. Lubricants spillage on the grounds in the workshop area. 2. Traces of oil found beside the oil trap and drainage at the workshop area.		
<b>Corrective Actions:</b>	To train the contractors and employee on waste management.		
<b>Assessment Conclusion:</b>	ASA1_2 verification  During site visit at Bukit Asahan Estate, no lubricant spillage on the ground in the workshop area. All lubricant spillage was cleaned accordingly using spill kit. No trace of oil spillage beside the oil trap and drainage area. Noted the training records for schedule was for contractors and employee dated 9/8/2017.  The implementation of corrective action was found effective and thus, the minor non-conformity was closed on 7/9/2018.		

Opportunity for Improvement	
OFI#	Description
OFI 1	Nil

**3.4.2 Summary of the Nonconformities and Status**

CAR Ref.	Category (Major / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
1223265M1	Major		20/8/2015	Closed out on 16/10/15
1223265N1	Minor		20/8/2015	Closed out on 22/07/16
1358112M1	Major	6.5.2	22/7/2016	Closed out on 05/08/2016
1358112N1	Minor	2.1.2	22/7/2016	Closed out on 12/7/2017
1358112N2	Minor	4.7.6	22/7/2016	Closed out on 12/7/2017
1358112N3	Minor	6.10.3	22/7/2016	Closed out on 12/7/2017
1501387-201707-N1	Minor	4.6.10	12/7/2017	Closed out on 07/09/2018
1501387-201707-N2	Minor	5.3.3	12/7/2017	Closed out on 07/09/2018
1678718-201806-N1	Minor	6.9.3	7/09/2018	"Open"
1678718-201806-N2	Minor	5.1.3	7/09/2018	"Open"

**3.5. Stakeholders Consultation**

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Diamond Jubilee Palm Oil Mill Certification Unit’s environmental and social performance, legal and any known dispute issues.

Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. Any comment which is not complying to the RSPO P&C requirements have been incorporated as an assessment finding.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as below.

<b>List of Stakeholders Contacted</b>	
<p><b>Internal Stakeholders</b></p> <p>Managers and Assistants Mill &amp; Estate  Male Mill Staff/ Workers  Female Mill Staff/Workers  Foreign Worker  Male and Female Estate workers  Joint Consultative Committee  Workers Representatives  Onsite NUPW Representative</p>	<p><b>Union/Contractors/Local Communities</b></p> <p>Contractors  General Supplier  Schools’ Representative (SJK T Ladang  Bukit Asahan, SK Asahan, SJK T Ladang  Diamond Jubilee)  Neighbouring village and smallholder (Ho  Seng San Estate)</p>



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<b>Government Departments</b>	<b>NGO</b>
Police Representative	

<b>IS #</b>	<b>Description</b>
<b>1</b>	<p><b>Feedbacks:</b> Contractors and suppliers – They informed that they have good relationship with the management. Payment was made promptly and according to the signed agreement.</p> <p><b>Management Responses:</b> The management will ensure the payment make according to the agreed contract terms.</p> <p><b>Audit Team Findings:</b> Verified the payment voucher and confirmed that the payment was made promptly.</p>
<b>2</b>	<p><b>Feedbacks:</b> Police Representative – The representative informed that the management has maintained good relationship and giving good corporation with the authority. The management has assisted whenever the authority requested. However, the authority requested the management to inform and educate the workers in order to wear helmet when riding the motorcycle.</p> <p><b>Management Responses:</b> The management will act accordingly.</p> <p><b>Audit Team Findings:</b> No further issue.</p>
<b>3</b>	<p><b>Feedbacks:</b> Schools’ Representative (SJK T Ladang Bukit Asahan, SK Asahan, SJK T Ladang Diamond Jubilee) – The representatives have informed that they have good relationship with the managements. The managements have provided assistance and contribution such as extended the football field, usage of community hall and donation for school events.</p> <p><b>Management Responses:</b> The management will continue to maintain good relationship and provided assistance whenever possible.</p> <p><b>Audit Team Findings:</b> No other issue.</p>
<b>4</b>	<p><b>Feedbacks:</b> Workers’ Representatives (included NUPW representatives) – The workers have informed that their wages were according to Minimum Wage Order 2016. No discrimination was occurred and they were treated equally does not matter the gender and nationalities. However, some workers did not understand the rate per piece for piece-rated workers and the PPE issuance.</p> <p><b>Management Responses:</b> The management has explained the rate per piece prior to work to the piece-rated workers. However, the management will explain again to the workers for clearer understanding for both rate per piece and PPE issuance.</p> <p><b>Audit Team Findings:</b> This will be verified during next assessment.</p>
<b>5</b>	<p><b>Feedbacks:</b> Neighbouring village and smallholder (Ho Seng San Estate) – They informed that no land encroachment by the company as to date. Trenches, poles and boundary stones were available to demarcate the boundary of the land. Safety issues were well maintained.</p> <p><b>Management Responses:</b> The management will maintain the boundaries to avoid any land conflict.</p>

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	<b>Audit Team Findings:</b> No other issue.
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Formal Signing-off of Assessment Conclusion and Recommendation	
<p>The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that Diamond Jubilee Palm Oil Mill Certification Unit has complied with the RSPO Supply Chain Certification Standard (June 2017) and audit criteria identified within the audit report. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of Diamond Jubilee Palm Oil Mill Certification Unit is continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
<b>Name:</b> <b>HU NING SHING</b>	<b>Name:</b> <b>Nathan a/I Kannan</b>
<b>Company Name:</b> <b>BSI SERVICES MALAYSIA SDN BHD</b>	<b>Company Name:</b> <b>The China Engineers (Malaysia) Sdn Bhd</b>
<b>Title:</b> <b>LEAD AUDITOR</b>	<b>Title:</b> <b>Manger</b>
<b>Signature:</b> 	<b>Signature:</b> <p><i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i></p>  <p>THE CHINA ENGINEERS (MALAYSIA) SDN BHD          BUKIT ASAHAN ESTATE          (7358-K)  <b>NATHAN A/I KANNAN</b>          Manager</p>
<b>Date: 24/10/2018</b>	<b>Date: 24/10/2018</b>

**Appendix A: Summary of Findings**

Criterion / Indicator	Assessment Findings	Compliance
<b>Principle 1: Commitment to Transparency</b>		
<b>Criterion 1.1:</b>		
Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
1.1.1 There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. - Minor compliance -	Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Requests for information from the Regulatory Department such as DOE quarterly reports were attended and no noncompliance or complaints were noted. Information on environmental, social and legal issues relevant to RSPO Criteria was made available to relevant stakeholders for effective participation in decision making.  Publicly available documents such as land title, OSH plan, HCV documents, negotiation procedure, complaint records, RSPO public summary reports, EIA, Management Plans & Continuous Improvement Plans and company policies are available.	Complied
1.1.2 Records of requests for information and responses shall be maintained. -Major compliance -	Requests for information and responses were maintained accordingly through the inspections book and letters in the mill and supply bases. For eg: DOSH has requested to carry out inspection on the mill and the machineries and it has recorded in the DOSH visit book. Last visit was carried out on 2/5/2018. Besides, temple's representative has written formally to request for paints from Serkam Estate on 1/11/2017. The management has approved and provided the paints to the temple. Seen the tax invoice # 00011448 dated 20/12/2017.	Complied
<b>Criterion 1.2:</b>		
Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.		



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Criterion / Indicator	Assessment Findings	Compliance
1.2.1 Publicly available documents shall include, but are not necessary limited to: <ul style="list-style-type: none"> <li>• Land titles/user rights (Criterion 2.2);</li> <li>• Occupational health and safety plans (Criterion 4.7);</li> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);</li> <li>• HCV documentation (Criteria 5.2 and 7.3);</li> <li>• Pollution prevention and reduction plans (Criterion 5.6);</li> <li>• Details of complaints and grievances (Criterion 6.3);</li> <li>• Negotiation procedures (Criterion 6.4);</li> <li>• Continual improvement plans (Criterion 8.1);</li> <li>• Public summary of certification assessment report;</li> <li>• Human Rights Policy (Criterion 6.13).</li> </ul> - Major compliance -	There was no restriction noted as to the documents made available to the public except private and confidential information. The public can browse through the internet to access to public information such as policies and corporate social responsibility.  Other than that, the policies were also displayed at various locations including the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view.	Complied
<b>Criteria 1.3:</b>		
Growers and millers commit to ethical conduct in all business operations and transactions.		
1.3.1 There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations. -Minor compliance -	Sime Darby Plantation Berhad has implemented Code of Business Conduct where the company implemented the attitude of fair, integrity and ethic during any business process. The company is strictly prohibited to have any bribery related in the business processes. The COBC has been briefed to all the workers on 30/7/2018 and to the relevant external stakeholders during the briefing on 20/8/2018 in Diamond Jubilee POM and 23/10/2017 in Diamond Jubilee Estate. For new workers, they will be briefed during induction training on their arrival. Seen the attendance list and acknowledgement from the stakeholders upon receipt of the briefing.	Complied
<b>Principle 2: Compliance with applicable laws and regulations</b>		
<b>Criterion 2.1:</b>		
There is compliance with all applicable local, national and ratified international laws and regulations.		

<p>2.1.1</p>	<p>Evidence of compliance with relevant legal requirements shall be available.          - Major compliance -</p>	<p>SOU18 had continued to comply with the legal requirements as per indicator. Compliance to each applicable law and regulation is monitored by the operating units and PSQM sustainability team. SOU18 had obtained and renewed license and permits as required by the law. Sample of licenses or permit viewed were:</p> <p>Bukit Asahan Estate:</p> <ol style="list-style-type: none"> <li>1. Certificate of Fitness for Unfired Pressure Vessels: PMT 64001 (valid till 21/5/2019).</li> <li>2. MPOB license: 527615002000 (validity until 28/2/2019)</li> <li>3. Petrol permit: M007531 (validity period 10/8/2018-9/2/2019)</li> <li>4. Diesel permit: M008005 (validity period 25/1/2018-24/1/2019)</li> </ol> <p>Diamond Jubilee Estate:</p> <ol style="list-style-type: none"> <li>1. Certificate of Fitness for Unfired Pressure Vessels: MK PMT 5827 (valid till 4/3/2019).</li> <li>2. MPOB license: 522967002000 (validity until 31/8/2019)</li> <li>3. Diesel permit: M009098 (validity period 25/10/2017-24/10/2018)</li> </ol> <p>Serkam Estate:</p> <ol style="list-style-type: none"> <li>1. Certificate of Fitness for Unfired Pressure Vessels: MK PMT 3090 (valid till 12/10/2018)</li> <li>2. MPOB license: 525462002000 (validity until 31/12/2018)</li> <li>3. Diesel permit: M007287 and M007288 (validity period 6/7/2018-5/7/2018)</li> </ol> <p>Diamond Jubilee POM:</p> <ol style="list-style-type: none"> <li>1. Energy commission license no: 000728/2018 (validity period 16/3/2018 – 15/3/2019) for 1054.85 kW installation capacity.</li> <li>2. MPOB License: 500288804000 (validity period 1/10/18 – 30/9/19)</li> <li>3. DOE License: 004043, validity period 1/7/2018 – 30/6/2019, effluent discharge: land application with BOD limit 5,000mg/l.</li> <li>4. The inspection for all machineries permit were done on 2/5/2018. The new CF yet to be issued by DOSH department.</li> <li>5. Authorized Entrant and standby person-NW-HQ-AE-R-0149-0 (valid until 31/10/2018)</li> <li>6. Authorized Gas Tester – NW-HQ-AGT-R-0313-P (valid until 18/4/2019)</li> <li>7. Electrical chargemen: PJ 10704032 (PJ-T-2-B-0356-2009), Category: A1</li> <li>8. Engine Driver: MA038/2005 (Grade 1)</li> <li>9. Engine Driver: MA042/2005 (Grade 1)</li> <li>10. CePPOMETS: Mill Manager, attended training on 26-30/3/2018</li> </ol>	<p>Complied</p>
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Criterion / Indicator		Assessment Findings	Compliance
		CePSWaM: Mill Manager, attended training on 18-22/12/2017	
2.1.1	Evidence of compliance with relevant legal requirements shall be available. - Major compliance -	<p>Diamond Jubilee POM has obtained approval from Jabatan Tenaga Kerja Semenanjung Malaysia for the total 130 hours' maximum limit of overtime per month. The approval letter with Ref. No. BHG. PU/9/134 JLD 9(11) dated 27/3/2017 was sighted.</p> <p>Sime Darby Plantation Sdn Bhd has obtained approval from Jabatan Tenaga Kerja Semenanjung Malaysia with approval letter Ref. No. BHG. PU/9/129 JLD 3 (53) dated 6/7/2017 for the deduction of salary for electricity bill. The approval is valid for all the plantations under Sime Darby in West Malaysia.</p> <p>Diamond Jubilee Estate has obtained approval from Jabatan Tenaga Kerja Semenanjung Malaysia to make deduction of salary on temple and mosque fund and seen the permit with Serial No. PP3/0028/00338 dated 25/1/2005.</p>	Complied
2.1.2	A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -	<p>SOU18 had documented the Legal &amp; Other Requirements Register (LORR) covering all the necessary regulatory requirements. List of applicable legal and other requirements was made available during the assessment.</p> <p>Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008</p> <p>Evaluation of the legal requirements and compliance status with legal requirement are monitored by the operating units.</p> <p>Diamond Jubilee POM - Latest review was done on 7/7/2017. Bukit Asahan Estate - Latest review was done on 10/07/2018. Serkam Estate – Latest review was done on 7/8/2018. Diamond Jubilee – Latest review was done on 2/7/2018.</p>	Complied

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2.1.3 A mechanism for ensuring compliance shall be implemented. - Minor compliance -	<p>A mechanism to ensure compliance to legal and other requirement has been documented in EQMS &amp; MQMS (Estate &amp; Mill Quality Management System) under Standard Operation Manual distributed to all operating units. PSQM Department and respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance. Refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.</p> <p>Evaluation of the legal requirements and compliance status with legal requirement are monitored by the operating units.</p> <p>Diamond Jubilee POM – Latest review was done on 7/7/2017.            Bukit Asahan Estate - Latest review was done on 10/07/2018.            Serkam Estate – Latest review was done on 7/8/2018.            Diamond Jubilee – Latest review was done on 2/7/2018.</p>	Complied
2.1.4 A system for tracking any changes in the law shall be implemented. - Minor compliance -	<p>Tracking system to identify changes in the relevant regulations is available through the head office, website information and is communicated from the Group Head Office.</p> <p>On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operation. Tracking system on any changes in the law had been well implemented.</p>	Complied
<p><b>Criterion 2.2:</b>            The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p>		

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<p>2.2.1 Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.                      - Major compliance -</p>	<p>Bukit Asahan Palm Oil Mill and Estate operation is on freehold and leasehold land. Land titles and copy of land titles are available during the audit.</p> <p>Mill land ownership is under Diamond Jubilee Estate, within the plot title # 5368, Lot 228.</p> <p>Bukit Asahan Estate hold 44 land titles. Quit rent were paid accordingly. Sighted the land title as follow:</p> <ol style="list-style-type: none"> <li>1. Grant No: 14241, (Lot #223)</li> <li>2. Grant No: 14137, (Lot #836)</li> <li>3. Grant No: 14177, (Lot #844)</li> <li>4. Grant No: 14150, (Lot #845)</li> </ol> <p>Serkam Estate hold 45 land titles. Quit rent were paid accordingly. Sighted the land title as follow:</p> <ol style="list-style-type: none"> <li>1. Grant No: 15080, (Lot 123)</li> <li>2. Grant No: 22617, (Lot 2736)</li> <li>3. Grant No: 22767, (Lot 1582)</li> <li>4. Grant No: 22725 (Lot 12)</li> </ol> <p>Diamond Jubilee Estate hold 32 land titles. Quit rent were paid accordingly. Sighted the land title as follow:</p> <ol style="list-style-type: none"> <li>1. Grant No: 20718, (Lot 3)</li> <li>2. Grant No: 11651, (Lot 6)</li> <li>3. Grant No: 20719, (Lot 12)</li> <li>4. Grant No: 288, (Lot 26)</li> </ol>	<p>Complied</p>
<p>2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained.                      - Minor compliance -</p>	<p>Noted during visit that legal boundaries are clearly demarcated and visibly maintained. Boundaries with jungle was demarcated with boundary peg while boundaries with smallholders and village demarcated with boundary peg and physical trenches.</p> <p>Bukit Asahan Estate</p> <p>Boundary marker is clearly demarcated and visibly maintain as observed at P00L adjacent to forest reserve.</p> <p>Serkam Estate</p> <p>Boundary stone are clearly demarcated and visibly maintained with red colour GI pipe as observed in Serkam Div at P17B adjacent to village. Additionally, estate legal boundary demarcated with physical trenches.</p> <p>Diamond Jubilee Estate</p> <p>Boundary stone are visibly maintained. The boundary stone are clearly demarcated with red colour GI pipe as observed in P06H adjacent with smallholders. Estate legal boundary demarcated with physical trenches.</p>	<p>Complied</p>

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2.2.3 Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). - Minor compliance -	There is no land dispute in SOU 18 Diamond Jubilee certification unit at the time of audit. The land belongs Sime Darby Plantation Bhd and land ownership documents verified. Interviewed with the neighbouring villagers and smallholders confirmed that no encroachment of land by the company.	Complied
2.2.4 There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. - Major compliance -	There is no land dispute in SOU 18 Diamond Jubilee certification unit at the time of audit. The land belongs Sime Darby Plantation Bhd and land ownership documents verified. Interviewed with the neighbouring villagers and smallholders confirmed that no encroachment of land by the company.	Complied
2.2.5 For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). - Minor compliance -	There is no land dispute in SOU 18 Diamond Jubilee certification unit at the time of audit. The land belongs Sime Darby Plantation Bhd and land ownership documents verified. Interviewed with the neighbouring villagers and smallholders confirmed that no encroachment of land by the company.	Complied
2.2.6 To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. - Major compliance -	There is no land dispute in SOU 18 Diamond Jubilee certification unit at the time of audit. The land belongs Sime Darby Plantation Bhd and land ownership documents verified. Interviewed with the neighbouring villagers and smallholders confirmed that no encroachment of land by the company.	Complied
<b>Criterion 2.3:</b> Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.		
2.3.1 Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities). - Major compliance -	There is no land dispute in SOU 18 Diamond Jubilee certification unit at the time of audit. The land belongs Sime Darby Plantation Bhd and land ownership documents verified. Interviewed with the neighbouring villagers and smallholders confirmed that no encroachment of land by the company. Trenches and gate were constructed to demarcate the boundary of the company.	Complied

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2.3.2 Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. - Minor compliance -	There is no land dispute in SOU 18 Diamond Jubilee certification unit at the time of audit. The land belongs Sime Darby Plantation Bhd and land ownership documents verified. Interviewed with the neighbouring villagers and smallholders confirmed that no encroachment of land by the company.	Complied
2.3.3 All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. -Minor compliance -	There is no land dispute in SOU 18 Diamond Jubilee certification unit at the time of audit. The land belongs Sime Darby Plantation Bhd and land ownership documents verified. Interviewed with the neighbouring villagers and smallholders confirmed that no encroachment of land by the company.	Complied
2.3.4 Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. - Major compliance -	There is no land dispute in SOU 18 Diamond Jubilee certification unit at the time of audit. The land belongs Sime Darby Plantation Bhd and land ownership documents verified. Interviewed with the neighbouring villagers and smallholders confirmed that no encroachment of land by the company.	Complied

**Principle 3: Commitment to long-term economic and financial viability**

**Criterion 3.1:**

There is an implemented management plan that aims to achieve long-term economic and financial viability.

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3.1.1 A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance -	Reviewed the documented 5 years business plan covering period 2018 – 2023. The plan reviewed annually, latest reviewed was done in May 2018 prior to end of financial year 2017/2018. The plan includes environment, social (workers and staffs welfare), and health and safety component and associated capital expenditure for improvement.  Diamond Jubilee Mill  The mill has budgeted for CAPEX on new facilities and machinery i.e. Emergency Eye Shower, Boiler Dust Particulate Analyser and ETP Lab.	Complied
3.1.2 An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance -	SOU 18 have long range replanting programme until FY 2036/37. Replanting planned for the palm older than 25 years, non-performance field (yield) and ganoderma infected palm. Observed the replanting programme for the next financial year as follows:  Bukit Asahan Estate For Bukit Asahan Estate, there is no oil palm replanting programme for the next 5 years. Oil palm will be converted to rubber starting from FY20/21 onwards as per latest email dated 2/9/2018.  Serkam Estate Estate has reviewed the LRRP since last visit. Sighted the latest replanting programme for FY 2018/19 and 2019/20 as follows: FY 2018/2019 – For field 1993K and 1994K @ 180.85 ha. Completed felling for 1993K. For field 1994K, the felling will be commenced in January 2019. FY 2019/20 – For field 1991A, 1994B and 1994C @ 121.77 ha.  Diamond Jubilee Estate Replanting programme for the next two financial year as follows: FY 2018/19 – For field 1996H1A and 1996 H1B @ 145.08 ha FY 2020 – For field 1996H, 1996H2B and 1996H3 @ 128.40 ha	Complied

**Principle 4: Use of appropriate best practices by growers and millers**

**Criterion 4.1:**

Operating procedures are appropriately documented, consistently implemented and monitored.



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Criterion / Indicator	Assessment Findings	Compliance
<p>4.1.1            Standard Operating Procedures (SOPs) for estates and mills are documented            - Major compliance -</p>	<p>SOP available for the Palm Oil Mill and estates. POM holds two SOP, Mill Quality Management Manual ver. 1, 2008 and Sustainability Plantation Management System ver. 1 2008 issued on 1/11/2008 as guideline for mill operation. The SOP covers on the mill daily operation and support operation including production of sustainable palm oil.</p> <p>Estates have a separate SOP (Sime Darby SOP issued 2/1/2008 and Agricultural reference Manual) covers land preparation, planting material, upkeep, harvesting, transport etc. Noted updated procedure under SOP for water analysis and RSPO SCCS procedure:</p> <ul style="list-style-type: none"> <li>i. SPMS, Appendix 7: SOP for water quality monitoring, issue: 2 dated 1/6/16. SOP for sampling guideline</li> <li>ii. Water and Wastewater Sampling Guideline, issue: 1 dated 1/6/16.</li> </ul> <p>RSPO Supply Chain Certification Standard and Traceability for handling certified and non-certified FFB under Appendix 15, version: 2, issue: 2 dated October 2016.</p>	<p>Complied</p>

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<p>4.1.2</p> <p>A mechanism to check consistent implementation of procedures shall be in place.</p> <p>- Minor compliance -</p>	<p>Sime Darby has established mechanism to monitor the implementation of their procedure by Plantation Advisor Visit, Performance Monitoring Visit and Agronomist Visit. The visit focusing on Yield Improvement, Crop Recovery, Replanting and Immature Palms Maintenance and Mature Upkeep.</p> <p>Diamond Jubilee Mill            Mill Advisor visit on annually basis. Observed the latest visit done on 6-8/8/2018. Refer report no. SOU18/DJM/01/2018. The report covers on mill plant and machineries, upkeep and cleanliness, OER and KER, Crop Volume, Cost control, product quality and Compliancy to law and regulatory. No major issued raised during the visit            Structured Oil Recovery Assessment visit the mill on quarterly basis. Noted the SORA visit report on 9-12/4/2018. No major issued raised in the report.</p> <p>Bukit Asahan Estate            Plantation Advisor visit on yearly basis. Latest visit done on 25-27/4/2018. Refer report no. SOU 18/01/17-18. No major issue raised during the visit.            Performance Monitoring Unit visit on quarterly basis. Latest visit report for June 2018. Refer report dated 13/7/2018. No major issue raised during the visit.</p> <p>Serkam Estate            Latest Plantation Advisor visit done on 9-11/4/2018 as per report no. SOU18/SE/02/15-16. No major issued raised during the visit.            Sighted the latest report for Performance Monitoring Unit visit            Agronomist visit the estate on annually basis. Noted the latest agronomist visit report documented in 2019 Agronomic and Fertiliser Recommendations Report dated 17/7/2018.</p> <p>Diamond Jubilee Estate            Performance Monitoring Unit visit on quarterly basis. Latest visit report for June 2018. Refer report dated 13/7/2018. No major issue raised during the visit.</p> <p>Latest Agronomist visit on 16-17/8/2018 as documented in 2019 Agronomic and Fertiliser Recommendations Report dated 4/9/2018.</p>	<p>Complied</p>

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<p>4.1.3</p> <p>Records of monitoring and any actions taken shall be maintained and available, as appropriate.                      - Minor compliance -</p>	<p>POM and estates sent water sample to Sime Darby Research Sdn. Bhd. for Domestic Water analysis, Pesticides in Water analysis and Effluent Water analysis for monitoring. All sampling results are available for review. Observed the sample result:</p> <p>Diamond Jubilee Mill</p> <p>Sighted report for Domestic Water analysis test report no. ML309/2018 dated 29/6/2018. 3 sampling point were taken for the water sampling on 11/6/2018. All sampling point are conforms to NSDWQ.</p> <p>Effluent analysis report to DOE for the month of August 2018 dated 1/9/2018 sighted at the mill. Verified report no. EP374/2018 dated 27/8/2018. Final discharge conforms to parameter limits for land application.</p> <p>Bukit Asahan Estate water analysis:</p> <p>Pesticide in water analysis Report no. PL589/2018 dated 8/8/2018 by Sime Darby Research Sdn. Bhd. Report shown result conforms to the INWQS requirements.</p> <p>Serkam Estate</p> <p>Sighted the water sampling analysis domestic water no IE954/2018 dated 15/8/2018. The report shown the result was not conform to NSDWR as the pH is lower at 6.2 compare to standard at 6.6 – 9.0. Investigation has been done on 30/8/2018. Weather condition during sampling period has been identified as root cause. Corrective action to be taken in next sampling period are to take sample during dry weather.</p>	<p>Complied</p>
<p>4.1.4</p> <p>The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB).                      - Major compliance -</p>	<p>No 3rd party crop received at Diamond Jubilee POM. Occasionally there are certified FFB received by the mill from Sime Darby Group estates. This is verified through RSPO certificate validity by the management through the weighbridge receiving system.</p>	<p>Complied</p>
<p><b>Criterion 4.2:</b>                      Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>		
<p>4.2.1</p> <p>There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible.                      - Minor compliance -</p>	<p>Good agriculture practices which follows the group agriculture manual contains Standard Operating Procedures to ensure soil fertility is managed to a level that ensures optimal and sustained yield</p>	<p>Complied</p>

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<p>4.2.2  Records of fertiliser inputs shall be maintained.  - Minor compliance -</p>	<p>Fertilizer application program is based on the recommendation by Agronomist and documented in Agronomic and Fertilizer Recommendation Report. Observed the recommendation and implementation record for FY 2018:</p> <p>Serkam Estate  Fertiliser application as per Agronomist recommendation in Agronomic and Fertiliser Recommendations Report. Observed the application vs programme records for Kemendor Div.  Field – 2002E  Fertiliser Type – Kieserite  Rate – 1.50 kg  Month Programme – April 2018  Month Applied – August 2018  Late application against programme due to late delivery from supplier. The application has been completed.</p> <p>Diamond Jubilee Estate  Fertiliser application as per Agronomist recommendation in Agronomic and Fertiliser Recommendations Report. Observed the application vs programme records  Field – 2015B  Fertiliser Type – MOP, AS  Rate – 2.00 kg/Palm, 2.00 kg/Palm  Month Programme – Aug/Sept 2018  Month Applied – Aug/Sept 2018</p>	<p>Complied</p>

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<p>4.2.3</p> <p>There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status.                      - Minor compliance -</p>	<p>Plant Nutrition and Protection Unit (PNU) prepare the annual fertilizer recommendation base leaf analysis result. Leaf analysis show the nutrient level was used as the guidance for the recommendation. The report attached with Agronomic and Fertiliser Recommendation Report. Soil analysis carried out at 5 years interval as per company S.O.P by Sime Drby Research Sdn. Bhd.</p> <p>Bukit Asahan Estate</p> <p>Latest leaf sampling has been carried out in Nov 2016. Foliar nutrient status was enclosed with Agronomic and Fertiliser Recommendation Report dated 14/8/2018.</p> <p>Latest soil analysis has been carried out on 26/4/2018. Refer report no S26/2018 dated 26/4/2018.</p> <p>Serkam Estate</p> <p>Latest leaf sampling has been carried out in March 2018. Nutrient analysis report was enclosed with 2019 Agronomic and Fertiliser Recommendations Report dated 17/7/2018.</p> <p>Soil analysis has been carried out on 22/8/2014. Refer report no S70/2014 dated 2/12/2014.</p> <p>Diamond Jubilee Estate</p> <p>Latest leaf sampling has been carried out in April 2018 and used as guidance for 2019 fertiliser recommendation. The report enclosed with 2019 Agronomic and Fertiliser Recommendations Report.</p> <p>Latest soil analysis has been carried out on 11/6/2018. Refer report no S42/2018 dated 12/7/2018.</p>	<p>Complied</p>
<p>4.2.4</p> <p>A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting.                      - Minor compliance -</p>	<p>Nutrient recycling strategy is in place and includes use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. EFB applied at selected fields at the estates. Recommended rate is 45mt/ha.</p> <p>Serkam Estate (Serkam Division)</p> <p>Observed the EFB field application for month of July in field 2009A @ 168.57 tonne and 2010B @ 109.91 tonne. Todate EFB application as at July 2018 @ 6136.54 tonne.</p>	<p>Complied</p>
<p><b>Criterion 4.3:</b>                      Practices minimise and control erosion and degradation of soils.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.3.1</p> <p>Maps of any fragile soils shall be available.                      - Major compliance -</p>	<p>Soil series map available. Refer to soil series map dated August 2016 prepared by R&amp;D-TTAS Precision Agriculture Unit (NHM). There are no peat soils or soil categorised as problematic or fragile soil at all estates. Soil series summary as follow:</p> <p>Bukit Asahan Estate</p> <p>Majority: Malacca: 62%, durian: 12%, local alluvium: 12.8%, Tavy: 3.8%, Bungor: 5.8%, Kulai: 2%, Munchong: 1%.</p> <p>Serkam Estate (Kesang Division)</p> <p>Majority: Serdang (50.67%), Pohoi (21.07%), Local Alluvium I (2.56%), Local Alluvium II (6.11%), Gajah Mati (10.37%), Bungor (8.59%).</p> <p>Diamond Jubilee (Main Div.)</p> <p>Majority: Rengam (81.80%), Malacca (13.59%), Jerangau (4.43%)</p>	<p>Complied</p>
<p>4.3.2</p> <p>A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific).                      - Minor compliance -</p>	<p>Slope and contour map has made available for review at estates visited. Planting terraces had been constructed where gentle slope &gt;10°. Fields are established with cover crops such as mucuna and soft grasses and ferns.</p> <p>Serkam Estate</p> <p>Terrain classification: Flat (0-2o) – 33.85%, undulating (2-6o) – 56.62%, rolling (6-12o) – 9.38%, gentle slope (12-20o) – 0.5%.</p> <p>Bukit Asahan Estate</p> <p>Terrain classification: Flat (0-2o) – 20.17%, undulating (2-6o) – 43.53%, rolling (6-12o) – 32.21%, gentle slope (12-20o) – 4.01%, hilly (20-25o) – 0.09%.</p> <p>Diamond Jubilee Estate (Main Div.)</p> <p>Terrain classification: Flat (0-2o) – 25.98%, undulating (2-6o) – 63.59%, rolling (6-12o) – 10.23%, gentle slope (12-20o) – 0.20%</p>	<p>Complied</p>
<p>4.3.3</p> <p>A road maintenance programme shall be in place.                      - Minor compliance -</p>	<p>Estates visited has established annual Road Maintenance Programme FY 2018/19. The programme include grading and compacting, resurfacing, road side pruning and culvert cleaning. The implementation are in progress. Roads inspected during field audit are generally in a good condition due to the lateritic soil.</p> <p>Serkam Estate</p> <p>Observed in Serkam Div. the resurfacing work is in progress at P16. Additionally, the construction of new road is in progress at replanting of P18 follows North – South road direction.</p> <p>Diamond Jubilee Estate</p> <p>Observed during site visit the road grading work is in progress at P16.</p>	<p>Complied</p>

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4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	Complied
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	Complied
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	Complied
<b>Criterion 4.4:</b> Practices maintain the quality and availability of surface and ground water.		
4.4.1	<p>An implemented water management plan shall be in place. - Minor compliance -</p> <p>SOU 18 has established water management plan and documented as one of the management plan in the Environmental Management Plan. The management plan has been reviewed annually.</p> <p>Diamond Jubilee Mill The mill has established the water management plan FY 2018/19 and documented in Environmental Management Plan. The plan reviewed annually and monitored on quarterly basis. The management plan focusing on:</p> <ul style="list-style-type: none"> <li>i. To monitor the quality of main water inlet/outlet for pollutants from mill operations.</li> <li>ii. To monitor usage of treated water on monthly basis</li> <li>iii. Protection of water course and wetland.</li> <li>iv. To reuse/recycle wastewater</li> </ul> <p>Observed the monitoring of water usage for FY 2017/18 for Domestic, Process and Softener usage. Total usage for the FY at 201304 m3 @ 1.39m3/ton FFB.</p> <p>Bukit Asahan Estate The estate has established the water management plan FY 2018/19 and documented in Environmental Management Plan. The plan reviewed annually and monitored on quarterly basis. The management plan focusing on:</p> <ul style="list-style-type: none"> <li>i. To monitor the quality of main water inlet/outlet for pollutants from estate operations.</li> <li>ii. Contingency plan during water shortage</li> <li>iii. To monitor usage of treated water on monthly basis</li> <li>iv. To reuse/recycle wastewater</li> </ul> <p>Observed during site visit the rain water harvesting was used for general cleaning operation and gardening at the workshop and office area. Same document available at Serkam Estate and Diamond Jubilee Estate. All estate has monitored the rainfall data and the data can be reviewed in the Agronomic and Fertiliser Recommendations Report.</p>	Complied

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<p>4.4.2 Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated.                      - Major compliance -</p>	<p>Documented as a Guidelines on River Reserve Management (Management of River Reserve in Sime Darby Plantation; dated April 2014). Buffer zones established as following:</p> <table border="1" data-bbox="660 495 1291 770"> <thead> <tr> <th>River width</th> <th>Buffer zone</th> </tr> </thead> <tbody> <tr> <td>&gt; 40 meters</td> <td>50 meters</td> </tr> <tr> <td>20 to 40 meters</td> <td>40 meters</td> </tr> <tr> <td>10 to 20 meters</td> <td>20 meters</td> </tr> <tr> <td>5 to 10 meters</td> <td>10 meters</td> </tr> <tr> <td>&lt; 5 meters</td> <td>5 meters</td> </tr> </tbody> </table> <p>Monitoring based on Sustainable Plantation Management System Appendix 7 Standard Operation Procedure (SOP) for taking water samples from streams/ivers, version 1, year 2008, issue no. 1, dated 1/11/2008.</p> <p>The water sampling exercise for river samples as well as water for domestic usage requirements need to be carried out on quarterly basis (January, April, July and October) as following:</p> <p>Bukit Asahan Estate water analysis:</p> <p>Pesticide in water analysis Report no. PL589/2018 dated 8/8/2018 by Sime Darby Research Sdn. Bhd. Report shown result conforms to the INWQS requirements.</p> <p>Serkam Estate</p> <p>Sighted the water sampling analysis domestic water no IE954/2018 dated 15/8/2018. The report shown the result was not conform to NSDWR as the pH is lower at 6.2 compare to standard at 6.6 – 9.0. Investigation has been done on 30/8/2018. Weather condition during sampling period has been identified as root cause. Corrective action to be taken in next sampling period are to take sample during dry weather.</p>	River width	Buffer zone	> 40 meters	50 meters	20 to 40 meters	40 meters	10 to 20 meters	20 meters	5 to 10 meters	10 meters	< 5 meters	5 meters	<p>Complied</p>
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<p>4.4.3 Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6).                      - Minor compliance -</p>	<p>Palm Oil Mill Effluent (POME) treated through anaerobic pond treatment system through land application as per approval licensed by DOE. The limit for Final discharge BOD allowed was 5000mg/L. The mill monitored the discharge quality by conducting effluent water sampling analysis on monthly basis. Parameter monitored are pH, Total Alkalinity, VFA, BOD, COD, TS, SS, VSS, TN, AN,O&amp;G. Samples were taken from each point of treatment in the system consist of raw pond, acid ponds, digester tanks and final pond before field application.</p> <p>Observed the effluent analysis report to DOE for the month of August 2018 dated 1/9/2018 sighted at the mill. Verified report no. EP374/2018 dated 27/8/2018. Final discharge conforms to parameter limits for land application.</p>	<p>Complied</p>												



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4.4.4 Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	SOU18 Diamond Jubilee palm oil mill monitored the water consumption on monthly basis for both its source of water supply from Syarikat Air Melaka Berhad (SAMB) and treated raw water (process). The water usage recorded was for domestic water supply, Process and Softener. Water usage was targeted at 1.35m <sup>3</sup> / Ton FFB.  Total water usage for FY 2017/18 was recorded at 1.39 m <sup>3</sup> / Ton FFB. Higher consumption of water was due to low FFB processed during the 4 <sup>th</sup> quarter of the FY 2017/18.	Complied
<b>Criterion 4.5:</b> Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.		
4.5.1 Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	IPM is documented in Agriculture Reference Manual. The estates continue to implement biological control for the oil palm pest in the plantation such as leaf eating pest and rat.  Serkam Estate  Estate has implemented the IPM technique to control pest. Observed the sampled record for IPM implementation in Kemendore Div. as follows:  Rat baiting was done using warfarin (1st generation). 1 <sup>st</sup> rat baiting campaign has been completed for field P06B. 2 <sup>nd</sup> campaign is still in progress at acceptance rate of 40%.  Planting of beneficial plant of Cassia Cobanensis, Tunera Subulata, Antigonan Leptopus at ration of 6:2:2. Noted the map for beneficial plant for Serkam Division.  Diamond Jubilee Estate  Latest barn owl census has been done in December 2017. Occupancy rate at Main Div. was ta 61.66% while in Bukit Kajang Div., occupancy rate was at 70.21% The barn owl box ratio was at 1:17ha.  The estate has completed the 1 <sup>st</sup> and 2 <sup>nd</sup> campaign rat baiting for FY 2017/18 using warfarin (1st generation) at 3 to 4 rounds per campaign.  Observed during site visit the implementation for planting of beneficial plant of Cassia Cobanensis, Tunera Subulata, Antigonan Leptopus at ration of 6:2:2 at field P16A.	Complied

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<p>4.5.2 Training of those involved in IPM implementation shall be demonstrated.                      - Minor compliance -</p>	<p>IPM training has been given by the plantation executives with qualification on agriculture. Interview with the field staff and estate employee shows the understanding of benefits of IPM implementation to balance the usage of chemicals to control pest in the operating units.</p> <p>Bukit Asahan Estate</p> <p>The latest IPM training has been carried out on 12/7/2018 by Asst Manager. The training focusing on:</p> <ul style="list-style-type: none"> <li>i. Barn Owl and their function to control rat population</li> <li>ii. Function of beneficial plant and their function to attract predator to leaf eating pest.</li> </ul> <p>Serkam Estate</p> <p>IPM training has been conducted on 9/8/2018 by the Asst. Manager. The training focusing on benefits and right technique to plant beneficial plant.</p> <p>Diamond Jubilee Estate</p> <p>IPM training has been conducted on 15/1/2018 by Asst. Manager focusing on benefits and right technique to plant beneficial plant, important of maintaining nephrolepis and maintenance of barn owl box.</p>	<p>Complied</p>
<p><b>Criterion 4.6:</b>                      Pesticides are used in ways that do not endanger health or the environment</p>		
<p>4.6.1 Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available.                      - Major compliance -</p>	<p>The written justification in Standard Operating Procedure (SOP) of all agrochemical are available the Agricultural Reference Manual (ARM), SOP and in the Safety Pictorial Book prepared by Sime Darby Plantation Sdn Bhd. Refer to Sime Darby Agricultural Reference Manual, issue:1 version:3 dated 1/7/2011. Selected products are specific to the target pest, weed and disease. Some of recommended pesticides are:</p> <p>Immature planting (sample)</p> <ul style="list-style-type: none"> <li>- General weeds : Glyphosate</li> <li>- Pennisetum polystachion : Metsulfuron Methyl</li> <li>- Stenochlaena palustris : Sodium chlorate</li> </ul> <p>Mature planting</p> <ul style="list-style-type: none"> <li>- Grass weed and Asystasia : glyphosate &amp; 2,4-D amine</li> </ul> <p>The selection is also evaluated by the agronomist during his visit to the estate</p>	<p>Complied</p>

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4.6.2 Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -	Estates visited monitored the usage of pesticides monthly and recorded in Pesticides usage/ha. Observed the pesticides usage records FY 2017/18 as follows: <table border="1" data-bbox="660 495 1291 1167"> <thead> <tr> <th data-bbox="660 495 884 521">Month</th> <th colspan="2" data-bbox="884 495 1291 521">Pesticides Usage/Ha</th> </tr> <tr> <td data-bbox="660 521 884 611"></td> <th data-bbox="884 521 1107 611">Serkam</th> <th data-bbox="1107 521 1291 611">Diamond Jubilee</th> </tr> </thead> <tbody> <tr> <td data-bbox="660 611 884 656">Jul 17</td> <td data-bbox="884 611 1107 656">0.123</td> <td data-bbox="1107 611 1291 656">0.091</td> </tr> <tr> <td data-bbox="660 656 884 701">Aug 17</td> <td data-bbox="884 656 1107 701">0.135</td> <td data-bbox="1107 656 1291 701">0.053</td> </tr> <tr> <td data-bbox="660 701 884 745">Sep 17</td> <td data-bbox="884 701 1107 745">0.132</td> <td data-bbox="1107 701 1291 745">0.069</td> </tr> <tr> <td data-bbox="660 745 884 790">Oct 17</td> <td data-bbox="884 745 1107 790">0.199</td> <td data-bbox="1107 745 1291 790">0.087</td> </tr> <tr> <td data-bbox="660 790 884 835">Nov 17</td> <td data-bbox="884 790 1107 835">0.113</td> <td data-bbox="1107 790 1291 835">0.050</td> </tr> <tr> <td data-bbox="660 835 884 880">Dec 17</td> <td data-bbox="884 835 1107 880">0.198</td> <td data-bbox="1107 835 1291 880">0.065</td> </tr> <tr> <td data-bbox="660 880 884 925">Jan 18</td> <td data-bbox="884 880 1107 925">0.119</td> <td data-bbox="1107 880 1291 925">0.035</td> </tr> <tr> <td data-bbox="660 925 884 969">Feb 18</td> <td data-bbox="884 925 1107 969">0.159</td> <td data-bbox="1107 925 1291 969">0.077</td> </tr> <tr> <td data-bbox="660 969 884 1014">Mac 18</td> <td data-bbox="884 969 1107 1014">0.225</td> <td data-bbox="1107 969 1291 1014">0.053</td> </tr> <tr> <td data-bbox="660 1014 884 1059">Apr 18</td> <td data-bbox="884 1014 1107 1059">0.248</td> <td data-bbox="1107 1014 1291 1059">0.068</td> </tr> <tr> <td data-bbox="660 1059 884 1104">May 18</td> <td data-bbox="884 1059 1107 1104">0.222</td> <td data-bbox="1107 1059 1291 1104">0.046</td> </tr> <tr> <td data-bbox="660 1104 884 1149">Jun 18</td> <td data-bbox="884 1104 1107 1149">0.137</td> <td data-bbox="1107 1104 1291 1149">0.086</td> </tr> </tbody> </table>	Month	Pesticides Usage/Ha			Serkam	Diamond Jubilee	Jul 17	0.123	0.091	Aug 17	0.135	0.053	Sep 17	0.132	0.069	Oct 17	0.199	0.087	Nov 17	0.113	0.050	Dec 17	0.198	0.065	Jan 18	0.119	0.035	Feb 18	0.159	0.077	Mac 18	0.225	0.053	Apr 18	0.248	0.068	May 18	0.222	0.046	Jun 18	0.137	0.086	Complied
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4.6.3 Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. - Major compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5.	Complied																																										
4.6.4 Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance -	Paraquat was eliminated. Alternatives such as Glyphosate were used with the elimination of Paraquat. Based on the latest chemical register only class II, III & IV chemical used at visited estates.	Complied																																										

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<p>4.6.5 Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).                      - Major compliance -</p>	<p>Pesticides operators have been given training on the safety handling and application of pesticides. The training have been provided by Asst. Manager and suppliers of Spraying Equipment who are knowledgeable on pesticides handling and application. Records of training are available for review.</p> <p>Serkam Estate</p> <p>Noted the training for pesticides operator as follows:</p> <ul style="list-style-type: none"> <li>i. Spraying Technique, Safety Aspect and Maintenance of Inter Pump Sprayer by Mycrop Sdn. Bhd. on 16/1/2018</li> <li>ii. Chemical Mixing Training by Asst. Manager on 6/7/2018</li> </ul> <p>Diamond Jubilee Estate</p> <p>Spraying Technique, Safety Aspect and Maintenance of Inter Pump Sprayer by Mycrop Sdn. Bhd. on 9/8/2018</p>	<p>Complied</p>
<p>4.6.6 Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3).                      - Major compliance -</p>	<p>The operating units comply with Regulation 9 of the Pesticides Act 1974 requiring balance of remaining solution to be kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation.</p> <p>Bukit Asahan Estate</p> <p>Observed all pesticides was stored at designated storage area and kept under lock and key. The balance of solution are kept under lock and key as per Regulation 9 of the Pesticides Act 1974.</p>	<p>Complied</p>
<p>4.6.7 Application of pesticides shall be by proven methods that minimise risk and impacts.                      - Minor compliance -</p>	<p>The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5</p>	<p>Complied</p>
<p>4.6.8 Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.                      - Major compliance -</p>	<p>No aerial pesticides application in the estates visited.</p>	<p>Complied</p>
<p>4.6.9 Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8).                      - Minor compliance -</p>	<p>No associated smallholders. Employees handling pesticide given knowledge and skill required by the R&amp;D Department and OSH Department to cover safe handling practices and standard operating procedures.</p>	<p>Complied</p>

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4.6.10 Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	Proper disposal of waste material are carried out as per the company procedures. The procedures are fully understood by workers and managers. Workers interview reveal that they are aware of the zero burning policy including domestic waste are not allowed to be burned. Management disposes waste material as per regulation for schedule waste and domestic waste.  Diamond Jubilee Mill  Observed during workers interview with storekeeper shows the understanding the proper disposal for waste as all used lubricant and contaminated spill kit will be collected as Scheduled Waste and stored in designated storage.  Serkam Estate  Observed during workers interview, noted that the workers understand the proper disposal of Schedule Waste such as empty pesticide container to be collected and stored at designated storage before disposed by licensed contractors.	Complied																																				
4.6.11 Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	Annual medical surveillance for sprayers and pesticide operators were demonstrated.  Medical examination programme established for sprayers which conducted by Pantai Hospital Ayer Keroh (HQ/14/DOC/00/383) for Bukit Asahan Estate and Serkam Estate. <table border="1" data-bbox="660 1149 1291 1570"> <thead> <tr> <th>ID No</th> <th>Date of Medical check up</th> <th>Result</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>108471</td> <td rowspan="4">10/8/18</td> <td>Fit</td> <td rowspan="4">BAE</td> </tr> <tr> <td>114928</td> <td>Fit</td> </tr> <tr> <td>121367</td> <td>Fit</td> </tr> <tr> <td>117085 (fogger)</td> <td>Fit</td> </tr> <tr> <td>108518</td> <td>31/10/17</td> <td>Fit</td> <td></td> </tr> <tr> <td>133359 **</td> <td></td> <td>Fit</td> <td></td> </tr> <tr> <td>117185</td> <td></td> <td>Fit</td> <td></td> </tr> <tr> <td>128442 *</td> <td rowspan="4">29/1/18</td> <td>Unfit</td> <td rowspan="4">SE</td> </tr> <tr> <td>92073</td> <td>Fit</td> </tr> <tr> <td>128913</td> <td>Fit</td> </tr> <tr> <td>94605</td> <td>Fit</td> </tr> </tbody> </table> * Transfer job to harvesting activity (carrier) ** Color blind, not suitable for sprayer. The management transfer job to general worker.	ID No	Date of Medical check up	Result	Estate	108471	10/8/18	Fit	BAE	114928	Fit	121367	Fit	117085 (fogger)	Fit	108518	31/10/17	Fit		133359 **		Fit		117185		Fit		128442 *	29/1/18	Unfit	SE	92073	Fit	128913	Fit	94605	Fit	Complied
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4.6.12 No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	Based on interview with female workers confirmed knowledge of the policy of transfer to alternative duties if they wished to continue working when pregnancy was confirmed or breast-feeding.	Complied																																				
<b>Criterion 4.7:</b> An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:																																						

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<p>4.7.1</p> <p>A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.</p> <p>- Major compliance -</p>	<p>SOU18 has maintained an approved Health and Safety Policy dated January 2015 that is displayed prominently on notice boards in English.</p> <p><u>Chemical Health Risk Assessment (CHRA)</u></p> <p><b>Diamond Jubilee POM</b> - CHRA conducted on 6-7/5/2015 by registered assessor JKPP HIE 127/171-2(166). Based on the CHRA, a total of 31 findings/recommendations reported. Additional CHRA was done on 1/6/07-8/10/17 for the new chemical used at POM.</p> <p><b>Bukit Asahan Estate</b> – CHRA (PAC-CH-150406) conducted on 16/04/2015 by registered assessor JKPP/IH 127/171-2(358). Based on the CHRA, a total of 11 findings/recommendations reported.</p> <p><b>Serkam Estate</b> - CHRA (PAC-CH-150305) conducted on 18/3/15 by registered assessor JKPP/IH 127/171-2(358). Based on the CHRA, a total of 11 findings/recommendations reported. Additional CHRA was done on 1/6 – 8/10/2017 for the new chemical used at estate by Global Safe-T Sdn Bhd (JKPP HIE 127/171-2(160)).</p> <p><b>Diamond Jubilee Estate</b> - CHRA (PAC-CH-150304) conducted on 17/3/15 by registered assessor JKPP/IH 127/171-2(358). Based on the CHRA, a total of 11 findings/recommendations reported. Additional CHRA was done on 1/6 – 8/10/2017 for the new chemical used at estate by Global Safe-T Sdn Bhd (JKPP HIE 127/171-2(160)).</p> <p><u>Baseline &amp; Annual Audiometric Testing</u></p> <p>Diamond Jubilee POM – Annual Audiometric testing was conducted on 4-5/12/2017 by Pantai Hospital, Ayer Keroh (HQ/14/DOC/00/383). Total of 16 workers were sent for this batch. Results from testing: 5 workers need to refer ENT. The ENT examination was done on 12/3/2018 accordingly and recommendation was made by the doctor to repeat the test again within 6 months.</p> <p><u>LEV inspection and testing</u></p> <p>Diamond Jubilee POM - LEV inspection and testing was conducted on 14/7/2017 by registered assessor JKPP HIE 127/171-3/2(164). From the report, the the monitoring was successfully conducted and the company had complied with the USECHH 2000 Regulations.</p> <p><u>Permit to work</u></p> <p>Diamond Jubilee POM - Permit to Work (PTW) for confined space has been implemented. Monitoring of PTW for confined space entry, permit issuance and cancellation are effectively implemented. Eg: PTW for Inspection of boiler no 1 on 2/5/2018.</p>	<p>Complied</p>

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<p>4.7.2</p> <p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>- Major compliance -</p>	<p>SOU18 had identified and reviewed significant hazards and risks and determined appropriate risk control measures.</p> <p>The hazard identification, risk assessment and risk control (HIRARC) records, as well as CHRA reports were verified during the assessment. Appropriate control measure has been determined and revised in the HIRARC register.</p> <p><b>Diamond Jubilee POM</b> - HIRARC was reviewed on 9/7/2018 and approved by the Manager. Mill activities was identified and risk assessed with respect to weighbridge, office, ramp, sterilization, threshing station, pressing station, clarification station, depericarping station, cpo storage, effluent plant, water treatment, laboratory, store, boiler, engine room.</p> <p>At the estate, among the HIRARC carried out covered activities like chemical mixing and spraying, chemical storage, harvesting and FFB collection and vehicle maintenance.</p> <p><b>Bukit Asahan Estate</b> - HIRARC was reviewed on 02/07/18 and approved by the Manager. Revision done for transport of FFB trailer.</p> <p><b>Serkam Estate</b> - HIRARC was reviewed on 5/3/18 and approved by the Manager.</p>	<p>Complied</p>
<p>4.7.3</p> <p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p>Awareness and training program had been carried out. All workers involved had been adequately trained in safe working practices. The objective was to ensure all workers involved have been adequately trained in understanding MSDS, safe working practices and the correct use of PPE.</p> <p>Suitable PPE has been provided to the workers based on the information in the MSDS and CHRA assessor's recommendation.</p> <p>List of Personal Protective Equipment (PPE) Provided – identifies the type of PPE for the respective activities.</p> <ul style="list-style-type: none"> <li>i. Boiler/Engine operator – Safety Helmet, Semi leather Hand Glove, Cotton Gloves, Safety Shoes, Safety Vest and Ear Muff.</li> <li>ii. Field workers (sprayer, manure &amp; harvester) – N95 respirator, anti-mist goggles, wellington boots, apron and sickle cover.</li> </ul> <p>During the site visit, it was noted that the PPE will be replaced by the workers when damaged or lost. The PPE was implemented effectively at all site visited.</p> <p>The chemical store was found to be adequately organized, properly labelled, secured and person in charge understands the OSH procedures. CSDS was placed at the chemical stores and is available. The person in charge understands the information written in CSDS.</p>	<p>Complied</p>

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<p>4.7.4</p> <p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.                      - Major compliance -</p>	<p>SOU18 OSH policy is well briefed to all workers. Interview with workers reveal that they understand the policy and the importance of safety at work.</p> <p><b><u>Bukit Asahan Estate</u></b>                      OSH/ESH meeting conducted on quarterly basis and last meeting conducted on 4/6/2018.                      The work place inspection and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted.</p> <p><u>OSH Committee Members for 2018</u>                      Chairman – Estate Manager                      Appointment letters for OSH committee members dated 01/07/2017 was sighted.                      OSH/EHS meeting: 4/6/2018, 26/3/2018, 2/1/2018 and 5/10/2017.</p> <p><b><u>Diamond Jubilee POM</u></b>                      OSH/ESH meeting conducted on quarterly basis and last meeting conducted on 28/7/2018.                      The work place inspection and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted.</p> <p><u>OSH Committee Members for 2018</u>                      Chairman – Mill Manager                      Appointment letters for OSH committee members dated 01/07/2018 was sighted.                      OSH/EHS meeting: 26/4/2018, 26/1/2018 and 26/10/2017.</p> <p><b><u>Serkam Estate</u></b>                      OSH/ESH meeting conducted on quarterly basis and last meeting conducted on 28/8/2018.                      The work place inspection and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted.</p> <p><u>OSH Committee Members for 2018</u>                      Chairman – Estate Manager                      Appointment letters for OSH committee members dated 01/07/2018 was sighted.                      OSH/EHS meeting: 28/8/18, 25/5/18, 21/2/18 and 27/11/18.</p> <p><b><u>Diamond Jubilee Estate</u></b>                      OSH/ESH meeting conducted on quarterly basis and last meeting conducted on 2/8/2018.                      The work place inspection and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted.</p> <p><u>OSH Committee Members for 2018</u>                      Chairman – Estate Manager                      Appointment letters for OSH committee members dated 24/01/2018 was sighted.                      OSH/EHS meeting: 2/8/18, 26/4/18, 25/1/18 and 25/10/17.</p>	<p>Complied</p>



<p>4.7.5</p>	<p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>Accident and emergency procedures have been communicated to employees, contractors and visitors.</p> <ol style="list-style-type: none"> <li><b>Diamond Jubilee POM</b> - Fire evacuation drill was last conducted on 3/5/18 to test the state of readiness during emergency situation.</li> <li><b>Bukit Asahan Estate</b> - Fire evacuation drill was last conducted on 23/2/2018 to test the state of readiness during emergency situation.</li> <li><b>Serkam Estate</b> - Fire evacuation drill was last conducted on 28/8/18 to test the state of readiness during emergency situation.</li> <li><b>Diamond Jubilee Estate</b> - Fire evacuation drill was last conducted on 11/8/18 to test the state of readiness during emergency situation.</li> </ol> <p>Accident and emergency procedures are in Bahasa Malaysia and this is understood by the responsible workers, staff or executives involved in the operation. Good understanding level observed among the workers.</p> <ol style="list-style-type: none"> <li>Training for First Aid is conducted once in two years. Last training was conducted on 25/7/2018.</li> <li>First aid equipment is available at worksites. During the site visit there is evident that First Aid Box is available at the relevant area with sufficient contents and in good condition.</li> <li>Fire extinguisher (ABC Powder) assessed during the site observation are available and within the expiry date.</li> <li>Emergency eye wash facility available at chemical store and laboratory. Both are in good working condition.</li> </ol> <p>Quarterly review on accident cases carried out during OSH quarterly meeting.</p> <p><b><u>Diamond Jubilee POM</u></b></p> <p>No accident reported for 2018. JKPP 8 was sent to DOSH on 15/1/2018.</p> <p>DOSH visits (02/05/2018) been recorded in the DOSH log book and comments highlighted by DOSH was noted and action taken accordingly.</p> <p><b><u>Bukit Asahan Estate</u></b></p> <p>02 accidents reported. Eg: Accident on 27/6/2018 at field 2000K. The JKPP 6 was sent to DOSH on 5/7/2018. JKPP 8 was sent to DOSH on 10/01/18.</p> <p><b><u>Serkam Estate</u></b></p> <p>08 accidents reported. Eg: Accident on 31/5/2018 at field 2013A. The JKPP 6 was sent to DOSH on 2/6/2018. JKPP 8 was sent to DOSH on 10/07/18 after DOSH visit (Notice of improvement was issued by DOSH officer).</p> <p><b><u>Diamond Jubilee Estate</u></b></p> <p>No accidents reported for 2018. JKPP 8 was sent to DOSH on 22/01/18.</p>	<p>Complied</p>
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Criterion / Indicator		Assessment Findings	Compliance															
4.7.6	All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -	<p>Medical care is provided to all the employees. Reviewed on workers profile records found that all workers are covered by the accident insurances.</p> <p>Malaysian workers are covered by SOCSO or Perkeso (Pertubuhan Keselamatan Sosial). Refer to form 8A, "Jadual Caruman" for June 18 and July 18.</p> <p>Foreign workers are covered by Foreign Workers Compensation Scheme Certificate of Insurance.</p> <table border="1"> <thead> <tr> <th>Insurance</th> <th>Period</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>RHB Insurance (MW183092)</td> <td>24/11/2017 – 23/11/2018</td> <td>Bkt Asahan Estate</td> </tr> <tr> <td>RHB Insurance (MW202545)</td> <td>18/2/2018-17/2/2019</td> <td>DJ POM</td> </tr> <tr> <td>RHB Insurance (MW228828)</td> <td>28/5/2018-27/5/2019</td> <td>SE</td> </tr> <tr> <td>RHB Insurance (FW228569)</td> <td>16/5/2018 – 8/9/2018</td> <td>DJE</td> </tr> </tbody> </table>	Insurance	Period	Remark	RHB Insurance (MW183092)	24/11/2017 – 23/11/2018	Bkt Asahan Estate	RHB Insurance (MW202545)	18/2/2018-17/2/2019	DJ POM	RHB Insurance (MW228828)	28/5/2018-27/5/2019	SE	RHB Insurance (FW228569)	16/5/2018 – 8/9/2018	DJE	Complied
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4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	<p>Accident records are found to be updated. All records on Lost Time Accident (LTA) metrics are maintained.</p> <p>Samples of accident statistic as shown below :</p> <table border="1"> <thead> <tr> <th>Year to-date</th> <th>BAE</th> <th>DJPOM</th> <th>SE</th> <th>DJE</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>7 (LTA 141)</td> <td>0 (LTA 0)</td> <td>18 (LTA 32)</td> <td>9 (LTA 16)</td> </tr> </tbody> </table> <p>*LTA is equivalent to lost man days (MC)</p>	Year to-date	BAE	DJPOM	SE	DJE	2017	7 (LTA 141)	0 (LTA 0)	18 (LTA 32)	9 (LTA 16)	Complied					
Year to-date	BAE	DJPOM	SE	DJE														
2017	7 (LTA 141)	0 (LTA 0)	18 (LTA 32)	9 (LTA 16)														
<b>Criterion 4.8:</b>																		
All staff, workers, smallholders and contract workers are appropriately trained.																		
4.8.1	A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance -	<p>Operating unit in SOU 18 has established the annual training program that covers all RSPO Principle and Criteria. The training programme reviewed annually. Sighted the document as follows:</p> <p>Diamond Jubilee Mill</p> <p>Diamond Jubilee Mill has established the training plan and documented in Training Requirements for Operating Unit – Diamond Jubilee Mill. 32 training requirements has been identified for FY 2018/19. The implementation is still in progress.</p> <p>Bukit Asahan Estate</p> <p>Estate has documented the training plan in Environmental Safety and Health Program FY 2018/19. The training has been group under 14 main programme, identified for various categories of operating unit. Same document sighted in Serkam Estae and Diamond Jubilee Estate. The Implementation is still on going.</p>	Complied															

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<p>4.8.2  Records of training for each employee shall be maintained.  - Minor compliance -</p>	<p>Records of training for employees available and maintained. Records verified on a sampling basis at the Mill and estates visited covers all aspect of training and RSPO P&amp;C. Training Record observed:</p> <p>Diamond Jubilee mill</p> <ul style="list-style-type: none"> <li>i. Briefing on repairing leaking steam pipe on 2/9/2018</li> <li>ii. Safety Working Procedure for contractors on 20/8/2018</li> <li>iii. Safety working procedure at Sterilizer Station on 27/8/2018.</li> <li>iv. Spillage Control Training and drill Exercise on 15/8/2018</li> </ul> <p>Bukit Asahan Estate</p> <p>Training need and plan for FY2018/2019 was verified as per Environmental Safety and Health Program FY 2018/19. Noted the training records as follows:</p> <ul style="list-style-type: none"> <li>i. MB operator training dated 25/7/2018</li> <li>ii. Briefing on Memo for Pregnant and Breastfeeding woman on 24/7/2018</li> <li>iii. Briefing on Company Policy on 19/7/2018</li> </ul> <p>Serkam Estate</p> <p>Noted the training for pesticides operator as follows:</p> <ul style="list-style-type: none"> <li>i. Spraying Technique, Safety Aspect and Maintenance of Inter Pump Sprayer by Mycrop Sdn. Bhd. on 16/1/2018</li> <li>ii. Chemical Mixing Training by Asst. Manager on 6/7/2018</li> </ul> <p>Diamond Jubilee Estate</p> <p>Training need and plan for FY2018/2019 was verified as per Environmental Safety and Health Program FY 2018/19. Noted the training records as follows:</p> <ul style="list-style-type: none"> <li>i. Spraying Technique, Safety Aspect and Maintenance of Inter Pump Sprayer by Mycrop Sdn. Bhd. on 9/8/2018</li> <li>ii. Safety working procedure for manuring on 16/4/2018</li> </ul> <p>Fire drill training on 11/8/2018</p>	<p>Complied</p>

**Principle 5: Environmental responsibility and conservation of natural resources and biodiversity**

**Criterion 5.1:**

Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.

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5.1.1 An environmental impact assessment (EIA) shall be documented. - Major compliance -	<p>Based on the Standard Operation Manual; subsection 5.4; Planning and Appendix 5.4.1b: Environmental aspect/impacts evaluation procedure, POM and Estates carried out the annual review of environmental impacts documented in Registration of Environmental Aspects and Impacts.</p> <p>Diamond Jubilee Mill</p> <p>The mill has established the Environmental Aspect Identification and Environmental Impact Evaluation. The document are available to be reviewed. The last review was for FY 2018/19 was on 9/7/2018. No changes been made since last FY 2017/18. The identification include all mill main and support operation including FFB reception, oil and kernel production and etc.</p> <p>Bukit Asahan Estate</p> <p>The estate has established the Environmental Aspect Identification and Environmental Impact Evaluation. The document are available to be reviewed. The last review was for FY 2018/19 was on 10/7/2018. No changes been made since last FY 2017/18. The identification include all estate main and support operation.</p> <p>Serkam Estate</p> <p>The estate has established the Environmental Aspect Identification and Environmental Impact Evaluation. The document are available to be reviewed. The last review was for FY 2018/19 was on 6/7/2018. No changes been made since last FY 2017/18. The identification include all estate main and support operation.</p> <p>Diamond Jubilee Estate</p> <p>The Environmental Aspect Identification and Environmental Impact Evaluation for FY 2018/19 has been reviewed on 2/7/2018. No changes been made since reviewed on FY 2017/18.</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.1.2</p> <p>Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons.                      - Minor compliance -</p>	<p>All estate visited has established the Environmental Management Plan which covers EAI/EIE Management Plan, Waste Management Plan, Water Management Plan ,HCV Area and Pollution Prevention Plan.</p> <p>Diamond Jubilee Mill                      The mill has established Environmental Management Plan for FY 2018/19. The plan has been monitored quarterly. In the plan stated the person in charge to monitor the implementation on each plan as per programmed. The latest reviewed done during Management Review Meeting on 23/7/2018.</p> <p>Bukit Asahan Estate                      The latest reviewed on the Environmental Management Plan for FY 2018/2019 was done on 10/7/2018. The management plan has been monitored quarterly. The estate has appointed person in charge to monitor the implementation of each plan as per time frame.</p> <p>Serkam Estate                      The latest reviewed on the Environmental Management Plan for FY 2018/2019 was done on 9/7/2018. The management plan has been monitored quarterly. The estate has appointed person in charge to monitor the implementation of each plan as per time frame.</p>	<p>Complied</p>

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<p>5.1.3</p>	<p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.          - Minor compliance -</p>	<p>Monitoring plan was established based on DOE license compliance schedule which include scheduled waste storage and disposal record, POME final discharge BOD and boiler stack sampling.</p> <p>Diamond Jubilee Mill</p> <p>Observed the stack emission monitoring report to Dept. of Environmental as follows</p> <ul style="list-style-type: none"> <li>i. Monitored date: 14/7/2017              Report date: 15/7/2017              Report no.: E/SE/1707/18656              Result: 0.023 g/m3 dry@ 12% CO2</li> <li>ii. Monitored date: 16/11/2017              Report date: 3/11/2017              Report no.: E/SE/1711/19471              Result: 0.009 g/m3 dry@ 12% CO2</li> <li>iii. Monitored date: 20/7/2018              Report date: 31/7/2018              Report no.: E/SE/1807/21154              Result: 0.023 g/m3 dry@ 12% CO2</li> </ul> <p>Schedule waste monitoring recorded in E-SWISS system in Inventory of Schedule Waste (Fifth Schedule) as per Regulation 11, EQA 1974. Sighted E-SWISS report for the month of July 2018 dated 31/7/2018 and August 2018 dated 30/8/2018.</p> <p>Sighted the SW 322, SW 409 and SW 410 disposed 24/3/2018 CN no. 7404 to Ranama Resource Sdn. Bhd.</p> <p>Serkam Estate</p> <p>Sighted during site visit, SW 305 used lubricant oil and SW 306 used hydraulic oil generated from Nov 2017 still yet to be disposed until the day of visit. Verified the inventory of Schedule Waste from E-SWISS system sent to DOE, confirmed the waste generated is yet to be disposed. The estate supposed to write letter for Extension of Time for storage Scheduled Waste more than 180 days to DOE in May 2018. However, the estate only submit the letter and application form on 6/8/2018. The application yet to be approved.</p> <p>Minor NC was raised. Refer Minor NC no 1681198-201806-N1</p> <p>Bukit Asahan Estate</p> <p>The used chemical containers has been sold to SS Setia Teknologi Enterprise to be recycle. The SS Setia Teknologi Enterprise has been appointed by Dept. of Agriculture to collect and process empty chemical container for recycling purpose as per letter from Dept. of Agriculture dated 7/12/2015.</p>	<p>Minor nonconformance</p>
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	<p>Observed the Sales note no 1127 from SS Setia Teknologi Enterprise dated 7/8/2018 for collection of empty chemical container.</p> <p>Diamond Jubilee Estate</p> <p>The used chemical containers has been sold to SS Setia Teknologi Enterprise to be recycle. The SS Setia Teknologi Enterprise has been appointed by Dept. of Agriculture to collect and process empty chemical container for recycling purpose as per letter from Dept. of Agriculture dated 7/12/2015.</p> <p>Observed the Sales note no 1065 from SS Setia Teknologi Enterprise dated 13/4/2018 for collection of empty chemical container.</p>	
<p><b>Criterion 5.2:</b>            The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and and operations managed to best ensure that they are maintained and/or enhanced.</p>		
<p>5.2.1</p>	<p>Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p> <p>- Major compliance -</p>	<p>Complied</p>
<p>5.2.2</p>	<p>Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan.</p> <p>- Major compliance -</p>	<p>Complied</p>
<p>5.2.3</p>	<p>There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.</p> <p>- Minor compliance -</p>	<p>Complied</p>

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5.2.4 Where a management plan has been created there shall be ongoing monitoring: <ul style="list-style-type: none"> <li>• The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported;</li> <li>• Outcomes of monitoring shall be fed back into the management plan.</li> </ul> - Minor compliance -	Action Plan Biodiversity FY18/19 SOU Diamond Jubilee was sighted. The scope includes muster briefing, awareness training, signage prohibiting illegal activities, marking of slope. Verification were also made during on-site assessment (water catchment at 02A, Bukit Asahan Estate) and found to be satisfactory. However, there is no RTE species found at both estate visited.	Complied
5.2.5 Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. - Minor compliance -	There are no HCV set-asides for local communities identified in all the estates.	Complied
<b>Criterion 5.3:</b> <u>Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</u>		
5.3.1 All waste products and sources of pollution shall be identified and documented. - Major compliance -	SOU 18 has identified waste products and sources of pollution and documented in Waste Management Plan. The waste has been categorized into three group: i. Domestic Waste i.e. Rubbish and Sewage ii. Industrial Waste i.e. Scrap Metal, EFB, POME iv. Scheduled Waste i.e. used lubricant, used lubricant container, Spent Chemicals, Clinical waste.  The estate has identified waste products and sources of pollution and documented in Waste Management Plan. The waste has been categorized into three group: i. Domestic Waste ii. Industrial Waste iii. Scheduled Waste	Complied



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<p>5.3.2</p> <p>All chemicals and their containers shall be disposed of responsibly.                      - Major compliance -</p>	<p>Based on policy to reduce, reuse and recycle, the management of used chemicals and containers were done in accordance Scheduled Waste regulations.</p> <p>For estates, the empty pesticides container were collected in scheduled waste store after being triple rinsing and punctured at the bottom of the container.</p> <p>Diamond Jubilee Mill</p> <p>Sighted latest disposal of SW 322, SW 409 and SW 410 disposed 24/3/2018 CN no. 7404 to Ranama Resource Sdn. Bhd.</p> <p>Bukit Asahan Estate</p> <p>The used chemical containers has been sold to SS Setia Teknologi Enterprise to be recycle. The SS Setia Teknologi Enterprise has been appointed by Dept. of Agriculture to collect and process empty chemical container for recycling purpose as per letter from Dept. of Agriculture dated 7/12/2015.</p> <p>Observed the Sales note no 1127 from SS Setia Teknologi Enterprise dated 7/8/2018 for collection of empty chemical container.</p> <p>SW 305 lubricant oil disposed 9/3/2018 CN no. 7370 to Ranama Resource Sdn. Bhd.</p> <p>Serkam Estate</p> <p>The used chemical containers has been sold to SS Setia Teknologi Enterprise to be recycle. Observed the Sales note no 1149 from SS Setia Teknologi Enterprise dated 5/9/2018 for collection of empty chemical container.</p>	<p>Complied</p>

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<p>5.3.3</p> <p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.                      - Minor compliance -</p>	<p>The operating units has established Pollution Prevention Plan FY 2018/19 and it has been monitored quarterly. The management plan focusing on;</p> <ul style="list-style-type: none"> <li>i. No open burning in linesite area</li> <li>ii. To ensure proper landfill management</li> <li>iii. To ensure spraying activity not polluting the environment</li> <li>iv. To comply with EQA 1974</li> <li>v. Replanting: to prevent the destruction of riparian</li> <li>vi. Replanting: to minimize soil erosion</li> </ul> <p>Additional, the waste management plan has identified four category of waste and source pollution. The waste has been categorized into three group:</p> <ul style="list-style-type: none"> <li>i. Domestic Waste</li> <li>ii. Industrial Waste</li> <li>iii. Scheduled Waste</li> <li>iv. Recyclable waste</li> </ul> <p>Diamond Jubilee Mill                      The mill has established waste management plan FY 2018/19 and has identified four category of waste and source pollution. The waste has been categorized into three group:</p> <ul style="list-style-type: none"> <li>i. Domestic Waste</li> <li>ii. Industrial Waste</li> <li>iii. Scheduled Waste</li> <li>iv. Recyclable waste</li> </ul> <p>Observed all Scheduled waste stored in designated area and disposed with licensed contractors. Noted the latest disposal of SW 322, SW 409 and SW 410 disposed 24/3/2018 CN no. 7404 to Ranama Resource Sdn. Bhd.</p> <p>Bukit Asahan Estate</p> <p>The estate landfill located on field 03E. The estate collect the domestic waste twice a week. Observed domestic waste record month of June, July and August 2018.</p> <p>Serkam Estate                      The estate has established Pollution Prevention Plan FY 2018/19 and it has been monitored quarterly. Latest reviewed of the plan done in 9/7/2018. Observed the implementation of the management plan is Serkam Estate.</p> <p>Observed the planting of LCC (cover crop) in P18 to minimize soil erosion.</p> <p>Landfill for Serkam div. located in field P06. The domestic waste collected once a week. Observed the domestic waste collection record for month of August 2018.</p> <p>Clinical waste was collected by VMO to be disposed. Observed the collection records for the month of Nov 17 and May 18 dated 23/11/2017 and 8/5/2018 respectively.</p>	<p>Complied</p>

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<b>Criterion 5.4:</b> Efficiency of fossil fuel use and the use of renewable energy is optimised.		
5.4.1 A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -	<p>The operating units has established the Energy Management Plan which focusing on the efficiency usage of non-renewable energy and renewable energy.</p> <p>Diamond Jubilee Mill            Mill has established the Energy Management Plan which focusing on the efficiency usage of non-renewable energy and renewable energy. The management plan has categorised three type of energy for the management plan, Electricity, Diesel and Fiber and Shell. For boiler fuel, they targeted the ration of 90% fiber and 10% shell.            The mill monitored the fuel usage/ton CPO monthly.            Average diesel useage/ton CPO for FY 2017/18 at 0.33/ton CPO. Sighted the diesel usage record for the following months (FY 2017/18):-</p> <p>a. Apr 18 – 0.28 L/CPO MT            b. May 18 – 0.33 L/CPO MT            c. Jun 18 – 0.34 L/CPO MT</p> <p>At the estates, diesel consumption per metric ton FFB was also monitored on a monthly basis. It was verified that energy usage are being monitored at the operating units for better control and comparison of trends. Sighted the diesel usage record for the following months (FY 2017/18):-</p> <p>Bukit Asahan Estate            a. Apr 18 – 1.34 L/FFB MT            b. May 18 – 1.50 L/FFB MT            c. Jun 18 – 1.97 L/FFB MT</p> <p>Serkam Estate            a. Apr 18 – 1.75 L/FFB MT            b. May 18 – 1.27 L/FFB MT            c. Jun 18 – 1.49 L/FFB MT</p> <p>Diamond Jubilee Estate            a. Apr 18 – 1.73 L/FFB MT            b. May 18 – 1.66 L/FFB MT            c. Jun 18 – 1.78 L/FFB MT</p>	Complied
<b>Criterion 5.5:</b> Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.		
5.5.1 There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	Zero open burning policy as per SOP Section B2 - Felling/Land Clearing & Land Preparation dated November 2008. Management complying with the Malaysian environmental law –EQA and Regulations 1974. No open burning noted based on the records on the land clearing and felling for the replanting at visited estates. Method of land clearing and preparation was used such as (felling & chipping, cambering/land forming and path construction).	Complied

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5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	Complied
<b>Criterion 5.6:</b> Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.		
5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	Complied

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5.6.2 Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	<p>For the estate, GHG emissions identified including CO<sub>x</sub>, SO<sub>x</sub> and NO<sub>x</sub> from various sources including fossil fuel, chemical, peat oxidation, sinks, crop sequestration, fertilizer consumptions and sequestration in conservation area.</p> <p>For mill, GHG emission identified from POME, fuel consumption and grid electricity utilization. 5 years plan for GHG reduction (phase I, 20 mills (Malaysia) was sighted.</p> <p>Programme such as feed in tariff (FIT), flaring, CNG, CaP, Co-gen was included in the plan.</p>	Complied
5.6.3 A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. - Minor compliance -	<p>Monitoring and reporting of the significant pollutants to water, gaseous emissions to air and contamination on land are in place. Tools and systems used include the DOE online CEMS monitoring for air emissions, water quality at discharge points as per DID regulations and SW disposal were adhering to DOE requirements. Water samples were regularly taken every month and tested by mill environment officer in charge and analysed to ensure compliance to DOE requirements at final discharge points.</p> <p>The water samples were sent to Sime Darby R&amp;D Laboratory for analysis. Records are maintained and verified on-site to have met the permissible regulatory limits. Quarterly reporting to DOE was also done and record documented.</p> <p>Monitoring of the GHG quantity was done through RSPO PalmGHG Calculator Version 3.0.1 is used and the management opted for full version was applied.</p> <p>These GHG calculations were done as per certification unit basics including 3 estate and mill. Summary emissions:</p> <p>a. Emission/ mt CPO= 1.23 tCO<sub>2</sub> e/mt CPO</p> <p>b. Emission/ mt PK= 1.23 tCO<sub>2</sub> e/mt PK</p>	Complied
<b>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.</b>		
<b>Criterion 6.1:</b> Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.		
6.1.1 A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	<p>Sustainability Strategy Unit, Department of Plantation Sustainability &amp; Quality Management (PSQM) has conducted Social Impact Assessment (SIA) on 12 – 15 July 2016 for the whole SOU 18 Diamond Jubilee which covered for Diamond Jubilee POM, Diamond Jubilee Estate, Bukit Asahan Estate and Serkam Estate. The objectives of the assessment are to identify the existing social issues and to develop social management plan. The methodology of the assessment was through interview with stakeholders, site observation and documentation review. The assessment has involved the participation of stakeholders and attendance list of stakeholders was sighted. The issues raised by the stakeholders were recorded in the SIA report.</p>	Complied

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6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	The assessment was carried out through participation of the affected stakeholders such as local communities, government authorities, internal workers and schools' representatives. Attendance list and inputs from the stakeholders were recorded in the report.	Complied
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	Social Management Plan for SOU Diamond Jubilee for Year 2018/2019 was developed. The management plan has included the negative and positive issues into the plan and proposed the action to be taken with the person in charge. Frequency and monitoring period was incorporated into the plan as well. For eg: a. Issue: To assist to clean the surrounding of the school. Action: To continue the clean-up activity on monthly basis. Status: Seen the grass cutting monitoring book where the management has carried out grass cutting activity in the field in front of the school's compound. The last grass cutting was conducted on 1/7/2018 and 15/7/2018. b. Issue: No banana trees could be planted in the housing area. Action: To carry out "gotong-royong" with all the workers. Status: Photo evidences have been sighted where the management has carried out "gotong-royong" at housing area to clear all the banana trees on August 2018. c. Issue: Maintenance and installation of street light, maintenance of drainage school/ linesite. Action: Installation and maintenance of school/ housing complex area. Status: Photo evidences of installation of street light in the school area and invoices of installation dated 30/8/2018 was sighted. d. Issue: Cattle intrusion at replanting and immature field. Action: To deepen estate boundary trenches. Status: Seen the photo evident of the desilting of security drain to prevent cattle intrusion dated 25/8/2018.	Complied
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	The SOU management plan was reviewed on 30/7/2018.	Complied
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	There was no scheme smallholder involves in the certification unit.	Not applicable
<b>Criterion 6.2:</b> There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			

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6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	Sime Darby Plantation Berhad has developed Procedure for External Communication, Sime Darby Plantation Estate Quality Management System – Standard Operation Manual, Sub-section 5.5, Appendix 5.5.3.2, version 1, issue date 1/11/2008. The procedure has outlined the process of handling complaints from stakeholders and the time frame for external communication to be dealt with. The time frame to provide feedback is within two weeks from the date of receipt of communication and within one week of the completion of the investigation.	Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	Assistant Manager of Bukit Asahan Estate has been appointed by the Manager to act as the Social Officer to handle issues in the estates. The appointment letter dated 15/1/2018 was sighted.  Mill Manager of Diamond Jubilee POM has appointed Assistant Manager to be the officer to handle social issues and appointment letter dated 1/7/2018 was sighted.  Senior Assistant Manager in Serkam Estate has been appointed as Social Officer to handle social issues in Serkam Estate. Appointment letter dated 1/7/2018 was sighted.  Assistant of Diamond Jubilee Estate has been appointed as Social Officer by the Manager and appointment letter dated 15/12/2017 was sighted.	Complied
6.2.3	A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. - Minor compliance -	Stakeholder list was developed where stakeholders such as local communities, smallholders, government authorities, contractors and suppliers were included into the list.  Stakeholder meeting was conducted on 13/7/2018 with the participation from government authorities, NUPW representatives, contractors and suppliers and the internal workers. Meeting minutes was sighted and issues were recorded in the minutes. The issues were incorporated into the Social Management Plan SOU 18 for Year 2018/2019.  A combine stakeholder meeting was carried out for Diamond Jubilee POM and Diamond Jubilee Estate on 14/8/2018. The meeting has involved the stakeholders such as local communities, government authorities, neighbouring schools and cattle’s owners. The meeting minutes was sighted and issues raised during the meeting have been incorporated into Social Management Plan.  Stakeholder meeting was conducted on 18/7/2018 in Serkam Estate where the stakeholders such as NUPW representative, government authorities, contractors and suppliers have attended the meeting. Meeting minutes was sighted with no issue reported during the meeting.	Complied
<b>Criterion 6.3:</b> There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.			

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6.3.1	The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. - Major compliance -	Complied
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance -  Complaint Book for Internal and External was implemented in Bukit Asahan Estate, Diamond Jubilee POM, Serkam Estate and Diamond Jubilee Estate. There were no complaints received from the internal and external stakeholders. Besides, Complaint Form for housing repair/ Housing Repair Requisition Form was implemented as well. Sampled of the complaint forms and evidences that rectified the problem as below: a. House No.: 94 dated 18/7/2018 in Bukit Asahan Estate Issue: Sink clogged, broken door in bathroom and door lock at bedroom broken. Status: The management has sent contractor to repair the following issues and seen the Tax Invoice# 5047/2018 dated 3/9/2018. Site visit to the house No. 94 verified that the issues were resolved. b. House No.: 1 dated 20/7/2018 in Diamond Jubilee POM Issue: Mosquitoes netting need to be installed for all the windows. Status: Seen the Store Issue Note #009875 dated 27/7/2018 where mosquitoes netting for 1 roll was issued and installed at the respective house on 30/7/2018. c. House No.: Foreman dated 23/6/2018 in Serkam Estate Issue: 2 units of toilet door broken and roof was damaged. Status: Contractor has repaired the following works on 30/6/2018 and seen the tax invoice issued to Serkam Estate with INV# 5026/2018 dated 2/7/2018. d. House No.: 121A dated 27/7/2018 in Diamond Jubilee Estate Issue: Ceiling fan is not functioning. Status: Contractor has repaired the ceiling fan and seen the tax invoice#0711 dated 30/8/2018. The complainant also had acknowledged on the repair works done 2/8/2018.	Complied
<b>Criterion 6.4:</b> Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.		
6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance -	Complied



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6.4.2	<p>A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land.</p> <p>- Minor compliance -</p>	<p>SOP as per indicator 6.4.1.</p> <p>Besides, the company has implemented Social Policy dated January 2015 where they are committed to ensure that any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p> <p>Complied</p>
6.4.3	<p>The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available.</p> <p>- Major compliance -</p>	<p>No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit through interviewed with the local communities. Boundary stone and trenches were available to demarcate the boundary of land.</p> <p>Complied</p>
<p><b>Criterion 6.5:</b>            Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>		

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<p>6.5.1  Documentation of pay and conditions shall be available.  - Major compliance -</p>	<p>Mill and estate have employed local and foreign workers. All the mill and estates workers are under direct employment and under contract. The payslip has included basic pay, allowances, working days, deduction of salary such as Union, electricity, temple and mosque fund. Payslip for November 2017, February 2018, May 2018, July 2018 and August 2018 was sampled based on the crop summary as below:</p> <ul style="list-style-type: none"> <li>a. Employee No.: 124299 (BAE)</li> <li>b. Employee No.: 115387 (BAE)</li> <li>c. Employee No.: 121828 (BAE)</li> <li>d. Employee No.: 121387 (BAE)</li> <li>e. Employee No.: 130521 (BAE)</li> <li>f. Employee No.: 43987 (DJPOM)</li> <li>g. Employee No.: 111727 (DJPOM)</li> <li>h. Employee No.: 120303 (DJPOM)</li> <li>i. Employee No.: 118478 (DJPOM)</li> <li>j. Employee No.: 134520 (DJPOM)</li> <li>k. Employee No.: 114504 (SE)</li> <li>l. Employee No.: 51591 (SE)</li> <li>m. Employee No.: 115084 (SE)</li> <li>n. Employee No.: 133685 (SE)</li> <li>o. Employee No.: 102105 (SE)</li> <li>p. Passport ID: B2095182 (SE's Contract Worker)</li> <li>q. Passport ID: B9252347 (SE's Contract Worker)</li> <li>r. Passport ID: AT109217 (SE's Contract Worker)</li> <li>s. Passport ID: AT914465 (SE's Contract Worker)</li> <li>t. Employee No.: 108656 (DJE)</li> <li>u. Employee No.: 107440 (DJE)</li> <li>v. Employee No.: 84625 (DJE)</li> <li>w. Employee No.: 133467 (DJE)</li> <li>x. Employee No.: 133358 (DJE)</li> </ul> <p>All the sampled workers have achieved the Minimum Wage Order 2016 of RM 1000/ month or RM 38.46/day.</p>	<p>Complied</p>

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<p>6.5.2</p> <p>Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p> <p>- Major compliance -</p>	<p>Employment contract are available and explained in language that understood by workers. The contract was signed by the workers and sampled of contracts as below:</p> <ul style="list-style-type: none"> <li>a. Employee No.: 133048 (BAE)</li> <li>b. Employee No.: 129118 (BAE)</li> <li>c. Employee No.: 130521 (BAE)</li> <li>d. Employee No.: 132776 (BAE)</li> <li>e. Employee No.: 133044 (BAE)</li> <li>f. Employee No.: 134520 (DJPOM)</li> <li>g. Employee No.: 144529 (DJPOM)</li> <li>h. Employee No.: 10538 (DJPOM)</li> <li>i. Employee No.: 10556 (DJPOM)</li> <li>j. Employee No.: 128789 (SE)</li> <li>k. Employee No.: 133686 (SE)</li> <li>l. Employee No.: 136613 (SE)</li> <li>m. Employee No.: 140323 (SE)</li> <li>n. Employee No.: 133685 (SE)</li> <li>o. Passport ID: B2095182 (SE's Contract Worker)</li> <li>p. Passport ID: B9252347 (SE's Contract Worker)</li> <li>q. Passport ID: AT109217 (SE's Contract Worker)</li> <li>r. Passport ID: AT914465 (SE's Contract Worker)</li> <li>s. Employee No.: 133358 (DJE)</li> <li>t. Employee No.: 133467 (DJE)</li> </ul> <p>Besides, for workers who workers more than 2 years (Indonesian) and 3 years (other nationalities) have signed an extension contract (version: EMP04/INDO/2017/01) as below:</p> <ul style="list-style-type: none"> <li>a. Employee No.: 87375 (BAE)</li> <li>b. Employee No.: 121828 (BAE)</li> <li>c. Employee No.: 124299 (BAE)</li> <li>d. Employee No.: 111727 (DJPOM)</li> <li>e. Employee No.: 118478 (DJPOM)</li> <li>f. Employee No.: 120303 (DJPOM)</li> <li>g. Employee No.: 92073 (SE)</li> <li>h. Employee No.: 114504 (SE)</li> <li>i. Employee No.: 115084 (SE)</li> <li>j. Employee No.: 51591 (SE)</li> <li>k. Employee No.: 116955 (SE)</li> <li>l. Employee No.: 107440 (DJE)</li> <li>m. Employee No.: 83964 (DJE)</li> <li>n. Employee No.: 101947 (DJE)</li> <li>o. Employee No.: 84625 (DJE)</li> </ul> <p>Interviewed with the workers confirmed that they were understood on the terms and conditions outlined in the employment contract. They were also briefed on the terms and condition during induction training.</p>	<p>Complied</p>

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<p>6.5.3</p> <p>Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.</p> <p>- Minor compliance –</p>	<p>Linesite inspection was carried out on weekly basis by using Housing Complex/ Nest/ Community Hall Inspections form by Medical Assistant in Bukit Asahan Estate. The last inspection was carried out on 30/8/2018, 24/8/2018, 18/8/2018, 9/8/2018 and 4/8/2018 in both Home and Ayer Tekah Division.</p> <p>In Serkam Estate, there are 4 divisions and consisted 4 different linesites. Inspection has been carried out in all the divisions via the Housing Complex/ Nest/ Community Hall Inspections Form by Hospital Assistant. All the inspections were conducted once a week as per the requirements.</p> <p>Linesite inspection was carried out by Medical Assistant in both division, Main and Buki Kajang Division. The inspection was carried out on weekly basis. Some activities such as spraying and opening burning in housing area were sighted during linesite inspection. Warning letters were issued to the respective workers. Seen the warning letter dated 3/9/2018 for the worker who sprayed in the housing area.</p> <p>Free water supply and accommodation was supplied to the workers. Facilities such as clinic, football field, temples, community hall and mosque were available on site. Government schools were found constructed inside or nearby the plantations.</p>	<p>Complied</p>
<p>6.5.4</p> <p>Growers and millers shall make demonstrable efforts to monitor and improve workers’ access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</p>	<p>The estate was located nearby the town where the workers could be easily access to the foods and goods. Access to foods was adequately sufficient and affordable through interviewed with the workers.</p>	<p>Complied</p>
<p><b>Criterion 6.6:</b>            The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>		
<p>6.6.1</p> <p>A published statement in local languages recognising freedom of association shall be available.</p> <p>- Major compliance -</p>	<p>Sime Darby has implemented Social Policy dated January 2015 where the management is committed and respect the rights of all personnel to form and join trade unions of their choice and to bargain collectively. The policy was developed in Bahasa Malaysia and English. The policy has been briefed to all the workers on 30/7/2018 and to the relevant external stakeholders during the briefing on 20/8/2018 and 23/5/2018 in Serkam Estate during Town Hall meeting. Seen the attendance list and acknowledgement from the stakeholders upon receipt of the briefing. The policy was displayed at the notice board outside the office. Interviewed with the workers confirmed that they understood on the policy and aware that they are freely to join any association.</p>	<p>Complied</p>

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6.6.2 Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	<p>Union representatives had held meeting with the management to discuss issues in the Bukit Asahan Estate on 10/10/2017. Issues reported during the meeting were responded by the management and recorded in the minutes. Besides, the NUPW representative has attended the stakeholder meeting conducted on 13/7/2018. Issues reported by the representative were recorded in the minutes. For eg:</p> <p>a. Issue: Requested the management to entertain and solve any complaints reported by the workers regarding housing repair in a timely manner.            Response: The management has obtained quotation from contractors and the repairing work will be commenced soon.            Status: Seen the quotation that had sent by the contractor with Quotation No.: SM/18/08/01 dated 1/8/2018 for the complaints lodged. The quotation has been waiting for tender process. Besides, seen the invoices #5047/2018 for some repair works that have been completed.</p> <p>Union meeting was conducted on 21/7/2017 in Diamond Jubilee POM and the next meeting has tentatively planned on October 2018. The last meeting was attended by total 14 participants and no issue has been reported during the meeting. The committee has requested to have approved leave for festival celebration. Meeting minutes was sighted.</p> <p>Serkam Estate has developed Union Committee and meeting with the management was conducted. The last meeting was conducted on 17/8/2018. No issue was reported. Meeting minutes was sighted.</p>	Complied
<b>Criterion 6.7:</b> Children are not employed or exploited.		
6.7.1 There shall be documentary evidence that minimum age requirements are met. - Major compliance -	<p>Sime Darby Plantation Berhad has developed Child Protection Policy and Social Policy dated January 2015 where they are committed to comply with the minimum age of employees. The policy has been briefed to all the workers on 30/7/2018 and to the relevant external stakeholders during the briefing on 20/8/2018 and 23/5/2018 in Serkam Estate during Town Hall meeting. Seen the attendance list and acknowledgement from the stakeholders upon receipt of the briefing. The policy was displayed at the notice board outside the office. Document reviewed on the master listing of the employees found that all workers employed were above 18 years old. Interviewed with the workers confirmed that no child labour was found in the plantations.</p>	Complied
<b>Criterion 6.8:</b> Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.		

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6.8.1 A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	SDPB has implemented Social Policy, Social & Humanity Management Policy dated January 2015 where the management is committed to treat all employees fairly in terms of recruitment, progression, terms and conditions of work and representation regardless of race, caste, nationality, gender, sexual orientation, union membership, political view, religion and/or age. The policy has been briefed to all the workers on 30/7/2018 and to the relevant external stakeholders during the briefing on 20/8/2018 and 23/5/2018 in Serkam Estate during Town Hall meeting. Seen the attendance list and acknowledgement from the stakeholders upon receipt of the briefing. The policy was displayed at the notice board outside the office.	Complied
6.8.2 Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	Interviewed with the workers consisted of different nationalities and different gender confirmed that they are treated equally without any discrimination. The workers were provided with standard treatment such as free medical treatment, fair overtime offered to all the workers whoever want to work and free housing to everyone.	Complied
6.8.3 It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	Sime Darby Plantation Berhad has developed Workforce Management Unit Liaison & Recruitment (LR) Procedure with Doc. No. WMU/LR-SOPP/MARCH2016, rev. 0 dated 30/3/2016. The recruitment process was clearly stated in the procedure where the recruitment was based age, medical fitness and etc. There is no any discrimination based on religion, gender, nationality and etc during their recruitment. The recruitment process is based on skills, capabilities, medical fitness necessary and etc.	Complied
<b>Criterion 6.9:</b> There is no harassment or abuse in the work place, and reproductive rights are protected.		
6.9.1 Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	Sime Darby Plantation Berhad has implemented Social Policy and Social & Humanity Management Policy dated January 2015 where the management is committed to develop and apply a policy to prevent sexual harassment and other forms of violence against women and to protect their reproductive rights. The policy has been briefed to all the workers on 30/7/2018 and to the relevant external stakeholders during the briefing on 20/8/2018 and 23/5/2018 in Serkam Estate during Town Hall meeting. Seen the attendance list and acknowledgement from the stakeholders upon receipt of the briefing. The policy was displayed at the notice board outside the office.	Complied
6.9.2 A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	SDPB has implemented Social Policy and Social & Humanity Management Policy dated January 2015 where the management is committed to develop and apply a policy to prevent sexual harassment and other forms of violence against women and to protect their reproductive rights. The policy has been briefed to all the workers on 30/7/2018 and to the relevant external stakeholders during the briefing on 20/8/2018 and 23/5/2018 in Serkam Estate during Town Hall meeting. Seen the attendance list and acknowledgement from the stakeholders upon receipt of the briefing. The policy was displayed at the notice board outside the office.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.9.3</p> <p>A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.</p> <p>- Minor compliance -</p>	<p>Gender Committee was established in Bukit Asahan Estate which chaired by Chief Clerk. Appointment letter was sighted. Meeting was conducted on quarterly basis. The last meetings were conducted on 10/1/2018, 6/4/2018 and 13/7/2018. No issue was reported during the meeting. Interviewed with the female workers confirmed that no case of sexual harassment or violence has been reported. Activities such as cake baking was held on 12/4/2018 and seen the photo evident of the activity.</p> <p>Meeting was conducted in Diamond Jubilee POM and Diamond Jubilee Estate on 4/8/2018 and 12/3/2018. However, the frequency of the meeting was not according to their procedure which should be conducted on quarterly basis. The gap of the meeting was exceeded 5 months. Thus, a minor non-conformance was raised.</p> <p>Activities such as aerobic exercise, Mother's Day celebration and badminton were carried out together with gender committee in Diamond Jubilee Estate. Seen the photos of activities conducted and interviewed with the female workers confirmed that no case of sexual harassment and violence has been reported.</p> <p>Gender committee was established in Serkam Estate and seen the organization chart for the committee which lead by Chief Clerk. Meeting was conducted on quarterly basis. The last meetings were carried out on 23/1/2018, 25/4/2018 and 17/7/2018. No issue was reported during the meeting. Activity such as play badminton was organized for the female workers.</p>	<p>Minor nonconformance</p>
<p><b>Criterion 6.10:</b>            Growers and mills deal fairly and transparently with smallholders and other local businesses.</p>		
<p>6.10.1</p> <p>Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.</p> <p>- Minor compliance -</p>	<p>Diamond Jubilee POM is only received FFB from own certified supply bases and other certified FFB from other SOU. There was no smallholders or outside crop purchased by the mill.</p>	<p>Complied</p>
<p>6.10.2</p> <p>Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation).</p> <p>- Major compliance -</p>	<p>Diamond Jubilee POM is only received FFB from own certified supply bases and other certified FFB from other SOU. There was no smallholders or outside crop purchased by the mill.</p>	<p>Complied</p>
<p>6.10.3</p> <p>Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.</p> <p>- Minor compliance -</p>	<p>Sampled of Letter of Award/ contract of agreement as below:</p> <ul style="list-style-type: none"> <li>a. Ref. No.: T/SDPSB/PEN/FFB/0815/007 dated 30/8/2018 for FFB transporter which is the extension contract which valid until 30/9/2018.</li> <li>b. Company No.: 231954-X dated 19/12/2017 for CPO transporter which valid until 30/4/2019.</li> <li>c. Contract No.: 02/2018/(Q2) for supplying labour for harvesting which valid from 1/7/2018 to 31/12/2018.</li> <li>d. Company No.: 1114905-W dated 1/7/2018 for replanting work which valid until for 36 months.</li> </ul>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	In the agreement, the payment term has clearly outlined. The payment will be made on a monthly basis within 30 days from the date of receipt of invoice from transporter/contractors which shall be submitted within first week of the month. Interviewed with the contractors confirmed that payment was made promptly. Seen the tax invoices submitted by the contractor and payment vouchers once the payments were made by Head Office of Sime Darby. Sampled of Tax Invoice and Payment Voucher as below: a. Tax INV# 0829 dated 30/6/2018 and Payment Voucher# 1600001799 dated 9/7/2018 b. Tax INV# 0807 dated 31/5/2018 and Payment Voucher# 1600062686 dated 8/6/2018 Tax INV# 0854 dated 31/7/2018 and Payment Voucher# 16000008061 dated 9/8/2018	Complied
<b>Criterion 6.11:</b> Growers and millers contribute to local sustainable development where appropriate.			
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance -	Bukit Asahan Estate's management has made contribution to the local communities and the workers. For eg: the worker has requested to borrow tents, tables and chairs from the management for the festival celebration and the management has agreed to borrow. Besides, the management also allowed the local communities to access their road upon approval for certain events. Donation to the worker's family who has passed away for funeral expenses on January 2018 and seen the payment voucher. In additional, the management has provided field to school to carry out sport day. In Diamond Jubilee POM, they have organized activities that involved the workers and local stakeholders such as Hari Raya festival celebration on 15/7/2018. Serkam Estate has made contribution to the local communities such as allowed the access of estate's road to the workers' relatives during festival/ events celebration, provided paints to the temple upon requested. Seen the tax invoice # 00011448 dated 20/12/2017.	Complied
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance -	There was no scheme smallholder involves in the certification unit.	Not applicable
<b>Criterion 6.12:</b> No forms of forced or trafficked labour are used.			



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Criterion / Indicator	Assessment Findings	Compliance
<p>6.12.1</p> <p>There shall be evidence that no forms of forced or trafficked labour are used.                      - Major compliance -</p>	<p>The company has recruited all the employees with legal identification for local and valid passport and work permit for foreign workers. Contract of employment in their national language was signed by the workers prior to work. Sampled of foreign workers with valid work permit as below:</p> <ul style="list-style-type: none"> <li>a. Permit No.: PD 9940984 valid until 21/4/2019(BAE)</li> <li>b. Permit No.: PE 0300524 valid until 3/5/2019 (BAE)</li> <li>c. Permit No.: PD 9903711 valid until 4/4/2019 (BAE))</li> <li>d. Permit No.: PE 0494490 valid until 28/6/2019 (BAE)</li> <li>e. Permit No.: PE 0300546 valid until 23/5/2019 (BAE)</li> <li>f. Permit No.: PD 9208598 valid until 11/1/2019 (BAE)</li> <li>g. Permit No.: PD 0510957 valid until 17/2/2019 (DJPOM)</li> <li>h. Permit No.: PE 0594895 valid until 9/6/2019 (DJPOM)</li> <li>i. Permit No.: PD 9191370 valid until 17/11/2018 (DJPOM)</li> <li>j. Permit No.: PD 9665398 valid until 7/3/2019 (DJPOM)</li> <li>k. Permit No.: PE 0816591 valid until 17/6/2019 (SE)</li> <li>l. Permit No.: PD 9634506 valid until 12/1/2019 (SE)</li> <li>m. Permit No.: PD 9835644 valid until 11/2/2019 (SE)</li> <li>n. Permit No.: PE 1372728 valid until 6/9/2019 (SE)</li> <li>o. Permit No.: PE 0446051 valid until 20/2/2019 (SE)</li> <li>p. Permit No.: PE 0178734 valid until 17/4/2019 (SE's Contract Worker)</li> <li>q. Permit No.: PE 1205951 valid until 14/7/2019 (SE's Contract Worker)</li> <li>r. Permit No.: PD 9917216 valid until 27/1/2019 (SE's Contract Worker)</li> <li>s. Permit No.: PD 9633834 valid until 23/1/2019 (SE's Contract Worker)</li> <li>t. Permit No.: PD 8829983 valid until 29/10/2018 (DJE)</li> <li>u. Permit No.: PD 9904090 valid until 23/11/2018 (DJE)</li> <li>v. Permit No.: PE 0495341 valid until 4/5/2019 (DJE)</li> <li>w. Permit No.: PE 0505112 valid until 4/5/2019 (DJE)</li> </ul> <p>Interviewed with the foreign workers confirmed that they have freedom to go out from the compound during off day. They are volunteered to surrender the passport to the management for safety reason as they worried the passport will be lost if kept by themselves. They have signed on the passport retain.</p>	<p>Complied</p>
<p>6.12.2</p> <p>Where applicable, it shall be demonstrated that no contract substitution has occurred.                      - Minor compliance -</p>	<p>Interviewed with the foreign workers confirmed that the terms and conditions in the contracts they signed in home country were the same as they signed in Sime Darby. There was no contract substitution occurred.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	SDPB has implemented a Sime Darby's Human Rights Charter on 13/1/2017, version 3.0 where they committed as below: a. Providing equal opportunity b. Respecting freedom of association c. Eradicating any form of exploitation d. Ensuring favourable working conditions e. Enhancing Safety and Health f. And etc.  Induction training was given to all the new workers during their arrival to the plantations. Terms and conditions stated in the employment contract, company's policies and the culture in the company were briefed to the new workers. Seen the attendance list of the new workers who have attended the induction training dated 21/8/2018 in Serkam Estate for total 34 workers, 17/8/2018 in Diamond Jubilee Estate for total 5 workers.	Complied
<b>Criterion 6.13:</b> Growers and millers respect human rights.			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	The Social and Humanity Management Policy covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations. The policy has been briefed to all the workers on 30/7/2018 and to the relevant external stakeholders during the briefing on 20/8/2018 in Diamond Jubilee POM and 23/5/2018 in Serkam Estate during Town Hall meeting. Seen the attendance list and acknowledgement from the stakeholders upon receipt of the briefing. The policy was displayed at the notice board outside the office.	Complied
6.13.2	As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation.	Not applicable in Peninsular Malaysia.	Not applicable
<b>Principle 7: Responsible development of new plantings</b>			
Diamond Jubilee Palm Oil Mill Certification Unit and supply base did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this annual surveillance assessment. The immature areas are replanted area.			
<b>Principle 8: Commitment to continual improvement in key areas of activity</b>			
<b>Criterion 8.1:</b> Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			

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Criterion / Indicator	Assessment Findings	Compliance
<p>8.1.1</p> <p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> <li>• Reduction in use of pesticides(Criterion 4.6);</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2);</li> <li>• Waste reduction (Criterion 5.3);</li> <li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</li> <li>• Social impacts (Criterion 6.1);</li> <li>• Optimising the yield of the supply base.</li> </ul> <p>- Major compliance -</p>	<p>The continual improvement plan for POM and all estate was established as follow:</p> <ol style="list-style-type: none"> <li>1. To reduce manuring cost</li> <li>2. To reduce water management cost</li> <li>3. To reduce cost of replacing signboard</li> <li>4. To reduce cost of road and bridges</li> <li>5. To reduce housing repair cost</li> <li>6. To increase KER produce</li> <li>7. To reduce external cost for roofing and cladding cleaning</li> <li>8. To increase revenue selling palm kernel</li> <li>9. To reduce manuring application cost</li> </ol>	<p>Complied</p>

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**Appendix B: Approved Time Bound Plan**

**SDP- RSPO Certification Status for Malaysia Operations**

SOU NO	Name of SOU	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
1	Sg. Dingin	Karangan, Kedah	12 Aug '10	11-Aug-20	RSPO 550179	N.A
2	Chersonese	Kuala Kurau, Perak	5 Oct '11	4-Oct-21	CU-RSPO-815148, RSPO 590800	N.A
3	Elphil	Sg Siput, Perak	18 Jun '11	17-Jun-21	RSPO 550180	N.A
4	Flemington	Teluk Intan, Perak	5 Oct '11	4-Oct-21	CU-RSPO-819144, RSPO 590802	N.A
5	Seri Intan	Teluk Intan, Perak	3 Mar '11	2-Mar-21	CU-RSPO-811218, RSPO 0015	N.A
5	Selaba	Teluk Intan, Perak	3 Mar '11	2-Mar-21	CU-RSPO-819142, RSPO 0016	N.A
5a	Sg Samak		3 Mar '11	NA	NA	Mill was closed down.
6	Tennamaram	Bestari Jaya, Selangor	3 Mar '11	2-Mar-21	CU-RSPO-819143, RSPO 0014	N.A
7	Bkt Kerayong	Kapar, Selangor	15 Apr '11	14-Apr-21	RSPO 550181	N.A
8	East	Carey Island, Selangor	19 May '10	18-May-20	RSPO 543543	N.A
9	West	Carey Island, Selangor	19 May '10	18-May-20	RSPO 543594	N.A
9a	Sepang	Sepang, Selangor	19 May '10	NA	NA	Mill was closed down.
10	Bukit Puteri	Raub, Pahang	7 Jul '11	6-Jul-21	CU-RSPO-815147, 18502206 001, 824 502 14020, MUTU – RSPO/091	N.A
11	Kerdau	Temerloh, Pahang	7 Jul '11	6-Jul-21	CU-RSPO-819155, 18502207 001, 824 502 14019, MUTU-RSPO/094	N.A
12	Jabor	Kuantan, Pahang	7 Jul '11	6-Jul-21	CU-RSPO-819156, RSPO 928288, 824 502 16049, MUTU-RSPO/092	N.A
13	Labu	Nilai, Negeri Sembilan	30 Dec '11	29-Dec-21	CU-RSPO-855480	N.A
14	Tanah Merah	Port Dickson, Negeri Sembilan	19 May '10	18-May-20	RSPO 541905	

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15	Sua Betong	Port Dickson, Negeri Sembilan	18/2/2014	17-Feb-19	SGS-RSPOPM-MY14/01364, 824 502 16032	Sua Betong Oil Mill has been commissioned to replace Rantau Oil Mill with Certificate No: CU- RSPO-819165, certification date: 30 Dec 2011.
16	Kok Foh	Bahau, Negeri Sembilan	7 Jul '11	6-Jul-21	CU-RSPO-819157, RSPO 928188, 824 502 16051, MUTU-RSPO/093	N.A
17	Kempas	Jasin, Melaka	19 May '10	18-May-20	RSPO 005	N.A
18	Diamond Jubilee	Jasin, Melaka	5 Oct '11	4-Oct-21	CU-RSPO-819146, RSPO 591224	N.A
19	Pagoh	Muar, Johor	28/1/2014	27-Jan-19	RSPO 600305	Pagoh Oil Mill has been commissioned to replace Nordanal Oil Mill with Certificate No: SPO 549297, certification date: 7 Jan 2011.
19a	Yong Peng	Yong Peng, Johor	20 Oct '10	19-Oct-15	RSPO 550182	Mill was closed down.
20	Chaah	Chaah, Johor	18 Nov '10	17-Nov-20	RSPO 548299	N.A
21	Gunung Mas	Kluang, Johor	19 May '10	18-May-20	RSPO 901888	N.A
22	Bukit Benut	Kluang, Johor	5 Oct '11	4-Oct-21	CU-RSPO-819147, RSPO 591229	N.A
23	Ulu Remis	Layang-layang, Johor	11 Apr '11	10-Apr-21	SGS-RSPO/PM-00722, 824 502 16042, BV-RSPO-20170705-01	N.A
24	Hadapan	Layang-layang, Johor	29 Mar '11	28-Mar-21	SGS-RSPO/PM-00715, 824 502 16040, BV-RSPO-20170623-01	N.A
25	Segaliud	Sandakan, Sabah	20 May '10	19-May-15	RSPO 547123	Mill was closed down.
26	Sandakan Bay	Sandakan, Sabah	1 Oct '08	30-Sep-18	RSPO 537872	N.A
27	Melalap	Tenom, Sabah	21 Jan '11	20-Jan-21	RSPO 547124	N.A
28	Binuang	Kunak, Sabah	16 Jan '09	12-Jul-20	RSPO 001	N.A
29	Giram	Kunak Sabah	16 Jan '09	12-Jul-20	RSPO 002	
30	Merotai	Tawau, Sabah	16 Jan '09	12-Jul-20	RSPO 004	
30a	Jeleta Bumi	Kunak, Sabah	24/5/2010	NA	NA	Mill was closed down.
30b	Mostyn	Kunak Sabah	16 Jan '09	NA	NA	Mill was closed down.
31	Lavang	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-819166, MUTU-RSPO/053	N.A
32	Rajawali	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-819167, RSPO 0020	N.A
33	Derawan	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-819169, RSPO 0019	N.A

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34	Pekaka	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO- 815150, MUTU- RSPO/054	N.A
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Legends

Certification Withdrawal

NA - NOT APPLICABLE

Note: There are 2 certificate numbers for some SOUs due to transfer of CB.

**SDP- RSPO Certification Status for Indonesia Operations**

NO	Name of PT	Name of Mill	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
1	PT LAHAN TANI SAKTI	ALUR DUMAI	Bagan Sinembah/Tanh Putih, Pujud, Rokan Hilir, Riau	16-Jan-12	15-Jan-22	SGS-RSPO/PC17-00005	N.A
2	PT SAJANG HEULANG	ANGSANA MINI	Sebamban, Indonesia	6-Jul-11	6-Jul-16	MUTU-RSPO/006b	Mill closed down
3	PT SAJANG HEULANG	MUSTIKA	Sebamban, Indonesia	3-Jul-13	3-Jul-18	MUTU-RSPO/027	N.A
4	PT LADANGRUMPUN SUBURUBADI	ANGSANA	Sebamban, Indonesia	9-Nov-16	8-Nov-21	MUTU-RSPO/006a	N.A
5	PT LANGGENG MUARAMAKMUR	BEBUNGA	Pamukan Utara, Tanah Grogot, Kotabaru/Pasir, Kalimantan Selatan/Kalimantan Timur	16-Mar-12	3-Aug-22	MUTU-RSPO/014	N.A
6	PT KRIDATAMA LANCAR	SUKAMANDANG	Seruyan Tengah, Sampit, Seruyan, Kalimantan Tengah	2-Sep-16	1-Sep-21	MUTU-RSPO/003	N.A
7	PT BAHARI GEMBIRA RIA	LADANG PANJANG	Kumpeh Ulu, Jambi, Muaro Jambi, Jambi	9-Jul-12	28-Nov-22	MUTU-RSPO/019	N.A
8	PT TUNGGAL MITRA PLANTATIONS	MANGGALA	Riau, Indonesia	25-Nov-10	24-Nov-20	MUTU-RSPO/002	N.A
9	PT PARIPURNA SWAKARSA	PONDOK LABU	Pamukan Selatan, Tanah Grogot, Kotabaru, Kalimantan Selatan	16-Mar-12	19-Jul-22	MUTU-RSPO/016	N.A
10	PT BERSAMA SEJAHTERA SAKTI	GUNUNG ARU	Sebamban, Indonesia	21-Oct-16	20-Oct-21	MUTU-RSPO/005	N.A
11	PT GUTHRIE PECCONINA	RANTAU PANJANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	16-Mar-12	19-Nov-22	MUTU-RSPO/017	N.A
12	PT LAGUNA MANDIRI	RANTAU	Sungai Durian, Kotabaru, Kalimantan Selatan	30-Dec-11	30-Dec-16	MUTU-RSPO/009	N.A
13		BETUNG		1-April-14	1-April-19	MUTU-RSPO/035	

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14	PT INDOTRUBA TENGAH	SEKUNYIR	Kalimantan Tengah, Indonesia	23-Nov-10	22-Nov-20	MUTU- RSPO/001	N.A
15	PT SWADAYA ANDIKA	SELABAK	Sungai Durian, Kotabaru, Kalimantan Selatan	16-Mar-12	15-Mar-17	MUTU- RSPO/015	Cert. discontinued – supply bases extended to Rantau POM
16	PT BINA SAINS CEMERLANG	SG PINANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	11-Sep-12	28-Nov-22	MUTU- RSPO/020	N.A
17	PT TEGUH SEMPURNA	PEMANTANG	Kuala Kuayan, Sampit, Kotawaringin Timur, Kalimantan Tengah	9-Sep-16	8-Sep-21	MUTU- RSPO/004	N.A
18	PT BHUMIREKSA NUSA SEJATI	TELUK BAKAU	Pelangiran, Sg. Guntung, Indragiri Iilir, Riau	01-Dec-16	30-Nov-21	MUTU- RSPO/008	N.A
19		MANDAH		1 April 2014	1 April 2019	MUTU- RSPO/036	
20	PT ANEKA INTIPERSADA	TELUK SIAK	Tualang, Perawang, Siak, Riau	8-Dec-16	7-Dec-21	MUTU- RSPO/007	N.A
21	PT TAMACO GRAHA KRIDA	UNGKAYA	Witaponda, Kolonodale, Morowali, Sulawesi Tengah	10-Jul-12	28-Dec-22	MUTU- RSPO/018	N.A
22	PT SIME INDO AGRO	BK AJONG	Kalimantan Barat, Indonesia	18-Jul-16	17-Jul-21	MUTU- RSPO/088	N.A
23	PT PADANG PALMA PERMAI/PT PERKASA SUBUR SAKTI	BLANG SIMPO	Karang Baru, Kuala Simpang, Aceh Tamiang, Nangroe Aceh Darussalam	3-May-13	3-May-18	MUTU- RSPO/026	N.A
24	PT SANDIKA NATAPALMA/PT BUDIDAYA AGRO LESTARI	LEMBIRU	Desa Suka Karya Kec. Marau Kab. Ketapang, Kalimantan Barat	3-Jul-14	2-Jul-19	MUTU- RSPO/044	N.A
25	PT MITRAL AUSTRAL SEJAHTERA	MAS Mill	Desa Rahayu Kec. Parindu Kab.Sanggau, Kalimantan Barat	NA	NA	NA	N.A

**Legends**

Pending Certification by RSPO EB	Mill down	closed
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NA - NOT APPLICABLE

**Appendix C: GHG Reporting Executive Summary**

The GHG emissions that were produced in [2017] for Diamond Jubilee Palm Oil Mill and supply base was calculated using the PalmGHG Calculator version 3.0.1. The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

- i. Estates area planted data
- ii. Fuel consumed
- iii. Mill datas include CPO produced, PKO Produced and FFB Processed
- iv. Fertilizer consumed data for both estates and smallholders.

The summary of the Net GHG emitted in [2017] for Diamond Jubilee Palm Oil Mill and supply base are as following:

Emission per product	tCO <sub>2</sub> e/tProduct
CPO	1.23
PKO	1.23

Extraction	%
OER	20.7
KER	5.22

Production	t/yr
FFB Process	144033.69
CPO Produced	29819.84
PKO Produced	7515.98

Land Use	Ha
OP Planted Area	22204.46
OP Planted on peat	147.5065
Conservation (forested)	-
Conservation (non-forested)	-
<b>Total</b>	<b>22351.967</b>

**Summary of Field Emission and Sink**

	Own Crop*		Group		3 <sup>rd</sup> Party		Total	
	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB
<b>Emission</b>								
Land Conversion	55951.76	0.43	4411.56	0.38	0	0	60363.32	0.81
CO <sub>2</sub> Emission from fertilizer	6305.15	0.05	466.74	0.04	0	0	6771.89	0.09
NO <sub>2</sub> Emmision	4927.78	0.04	375.88	0.03	0	0	5303.66	0.07
Fuel Consumption	581.68	0	48.11	0	0	0	629.79	0
Peat Oxidation	0	0	458.29	0.02	0	0	458.29	0.02
<b>Sink</b>								
Crop Sequestration	-52536.41	-0.4	-4125.28	-0.35	0	0	-56661.69	-0.75
Conservation Sequestration	0	0	0	0	0	0	0	0
<b>Total</b>	<b>15229.96</b>	<b>0.11</b>	<b>1635.3</b>	<b>0.12</b>	<b>0</b>	<b>0</b>		



*\*Note: Includes both estates and smallholders*

**Summary of Mill Emission and Credit**

	tCO <sub>2</sub> e	tCO <sub>2</sub> e/tFFB
<b>Emission</b>		
POME	28233.04	0.2
Fuel Consumption	33.64	0
Grid Electricity Utilisation	667.13	0
<b>Credit</b>		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
<b>Total</b>	<b>28933.81</b>	<b>0.2</b>

**Summary of Kernel Crusher Emission and Credit (if applicable)**

Emissions	tCO <sub>2</sub> e
PK from own mill	9219.7
PK from other source	0
Fuel Consumptions	0
<b>Total Crusher emissions</b>	<b>0</b>

\*This mill has no kernel crusher operation.

<b>Palm Oil Mill Effluent (POME) Treatment:</b>	
Divert to Compost (%)	0
Divert to anaerobic diversion (%)	100

<b>POME Diverted to Anaerobic Digestion:</b>	
Divert to anaerobic pond (%)	100
Divert to methane captured (flaring) (%)	0
Divert to methane captured (energy generation) (%)	0

**Appendix D: General Chain of Custody Requirements for the Supply Chain**

<b>5.1 Applicability of the general chain of custody requirements for the supply chain</b>			
	<b>Requirement</b>	<b>Evidence</b> For any N/A raised, justification is required.	<b>Compliance</b> (Yes / No or N/A)
5.1.1	The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification.	Diamond Jubilee POM takes the legal ownership and physically handles RSPO certified FFB from the estates and produce CPO and PK.  The SOP for Sustainable Supply Chain and Traceability version 2, year 2018, issue no 3, issue date Feb 2018 has been revised with the new standard June 2017.	Yes
5.1.2	Traders and distributors require a licence obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model.	Diamond Jubilee POM is not receiving the FFB from traders or distributor and itself not at trader or distributor, therefore no license required.	N/A
5.1.3	Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.	The Palmtrace ID for Diamond Jubilee POM: RSPO_PO1000000187	Yes
5.1.4	Processing aids do not need to be included within an organization's scope of certification.	This is not refinery, therefore no processing aids is included.	N/A
<b>5.2 Supply chain model</b>			
5.2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.	Diamond Jubilee POM is using the IP supply chain model since it receive the FFB from own estates. The reclassification procedure from IP to MB is available as per SOP for Sustainable Supply Chain and Traceability version 2, year 2018, issue no 3,	Yes

		issue date Feb 2018 since Mill has also sell the crops as SG product. For buyer who doesn't require RSPO certified CPO or PK, downgrading can be done from certified material to non-certified material.	
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	Diamond Jubilee POM is using IP supply chain model since it receive the FFB from own estates.	Yes
<b>5.3. Documented Procedures</b>			
5.3.1	The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following: <ul style="list-style-type: none"> <li>• Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements.</li> </ul>	The SOP for Sustainable Supply Chain and Traceability version 2, year 2018, issue no 3, issue date Feb 2018) has been revised with the new standard June 2017 covering all the supply chain elements.	Yes
	<ul style="list-style-type: none"> <li>• Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records).</li> </ul>	The SCC training has been conducted on 27.03.2018 on the SOP for Sustainable Supply Chain and Traceability version 2, year 2018, issue no 3, issue date Feb 2018, attended by 15 attendants from various position such as clerk, weighbridge clerk, laboratory analysis, assistant engineer and others. Further records verified as per 5.4.1 and 5.6.1.	Yes
	<ul style="list-style-type: none"> <li>• Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the organization's procedures for the implementation of this standard.</li> </ul>	The person having overall responsibility for and authority over the implementation is Head of Operating Unit as per the SOP for Sustainable Supply Chain and Traceability version 2, year 2018, issue no 3, issue date Feb 2018 and for assisted by Assistant Manager, Mr Muhamad Nasrudin bin Alam as person in charge for Environmental/Quality Management systems related internal/external certification for Supply Chain Certification System (SCCS) as per appointment letter dated 01 July 2018.	Yes

5.3.2	<p>The site shall have a written procedure to conduct annual internal audit to determine whether the organization;</p> <p>i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p>	<p>The SOP for Internal Audit, namely Internal Audit Procedure, PQMS_IAP_08, version 1, dated 01.11.2008 where the SCCS audit shall be conducted once a year guided by the annual audit schedule.</p>	Yes
	<p>ii) effectively implements and maintains the standard requirements within its organization</p>	<p>Sustainability Unit, GSQM Department &amp; SQM Central has conducted MSPO &amp; RSPO Internal audit Report for SOU 18: Diamond Jubilee POM on 16-23/07/2018. There is 13 Major, 9 Minor and 7 OFI has been raised. 5 Major NCs are related to RSPO SCC and all issues has been closed.</p>	Yes
<b>5.4. Purchasing and goods in</b>			
5.4.1	<p>The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier in document form:</p> <ul style="list-style-type: none"> <li>• The name and address of the buyer;</li> <li>• The name and address of the seller;</li> <li>• The loading or shipment/delivery date;</li> <li>• The date on which the documents were issued;</li> <li>• A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations);</li> <li>• The quantity of the products delivered;</li> <li>• Any related transport documentation;</li> <li>• Supply Chain certificate number of the seller;</li> <li>• A unique identification number</li> </ul>	<p>Since Diamond Jubilee POM receives FFB only from internal supply bases, there is no payment involved.          Sampled the weighbridge ticket as below:          Document date: 13.08.2018          Delivery date: 13.08.2018          Name &amp; address of buyer: Diamond Jubilee POM, Jasin          Name &amp; address of seller: Bukit Asahan Estate, Jasin          Products: FFB          Quantity: 713 bunches and 12990 kg (mill weight)          Transport: CVM TRANSPORT SDN BHD          Supply Chain Cert. No: RSPO 591224          Unique id: Weighbridge ticket: 96646</p>	No
	<p>Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil</p>	<p>Information gathered through multiple records as per 5.4.1 above.</p>	Yes

	palm products (for example, delivery notes, shipping documents and specification documentation).		
	<ul style="list-style-type: none"> <li>The site receiving RSPO certified oil palm products shall ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements/Announcements and Confirmations on the RSPO IT platform per shipment or group shipments. Refer to section 5.7.1 of this document for further guidance.</li> </ul>	<p>Diamond Jubilee POM only receive the FFB from own estates and the mechanism to check the validity of supply chain certification and no. of suppliers as per the</p> <p>Sampled shipping announcement:</p> <p>Site has the shipping announcement made on 04/6/2018 (confirmation date) for the above transaction as per 5.6.1.</p> <p>Transaction ID: TR-bf717c52-f6a3 500 MT product: CSPK IP</p>	Yes
	<ul style="list-style-type: none"> <li>A check of the validity of the Supply Chain Certification of suppliers is required for all sites that are SC certified. This shall be checked via the list of RSPO Supply Chain Certified sites on the RSPO website (<a href="http://www.rspo.org">www.rspo.org</a>) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements.</li> </ul>	The supplier's list for Diamond Jubilee POM is available and updated as per stakeholder's list and since the supply bases from internal estates from Sime Darby Group, estate has the monitoring of the certification validity as per Certificate Summary List updated at July 2018 per yearly basis through website checking and certificates record keeping.	Yes
	<ul style="list-style-type: none"> <li>The validity of licence for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements / announcements.</li> </ul>	No traders or distributors used in UP Diamond Jubilee POM.	N/A
5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	<p>Diamond Jubilee POM has SOP for Sustainable Supply Chain and Traceability version 2, year 2018, issue no 3, issue date Feb 2018, where if there is contamination of RSPO/MSPO certified material during receiving, processing, storage and despatch, the mill/estate shall downgrade the materials following the downgrade order:</p> <p>RSPO: IP-&gt;MB-&gt;Non-certified and the volume of downgraded material shall be recorded accordingly.</p> <p>So far, there is no non-conforming FFB or document received.</p>	Yes

<b>5.5. Outsourcing activities</b>			
5.5.1	<p>In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mil cannot outsource processing activities like refining or crushing.</p> <p>This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the certified organization (not the tank farm manager).</p>	<p>Diamond Jubilee POM has outsource only for the transporter, namely Teo Tuan Kwee Sdn Bhd.</p> <p>The transporters and contractors were attending the Supply Chain Certification System (SCCS) Refresher Training dated on 20.8.18. Seen the training materials, RSPO Supply Chain Standard, Requirement for Contractors (RSPO Supply Chain Standards 2017).</p>	Yes
5.5.2	<p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <p>a. The site has legal ownership of all input material to be included in outsourced processes;</p> <p>b. The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.</p> <p>c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p>	<p>Diamond Jubilee POM has the legal ownership of all input material in outsourced processes shall belong to SDP. This is mentioned during the Refresher Training dated on 20.8.18.</p> <p>Seen the agreement between Sime Darby and Teo Tuan Kwee Sdn Bhd dated on 19.12.2017 valid until 30 April 2019.</p> <p>Diamond Jubilee POM has communicating this to the RSPO Supply Chain Standard, Requirement for Contractors 9RSPO Supply Chain Standards 2017 during Refresher training dated on 20.8.18.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

	d. The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance.	Diamond Jubilee POM has communicating this to the RSPO Supply Chain Standard, Requirement for Contractors RSPO Supply Chain Standards 2017 during Refresher training dated on 20.8.18.	Yes
5.5.3	The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.	Diamond Jubilee POM has a list of contractors as per stakeholders list updated in financial year 18/19.	Yes
5.5.4	The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.	So far no new contractor appointed. The checking on the changes of contractors will be done during internal audit and CB will be informed accordingly.	Yes
<b>5.6. Sales and goods out</b>			
5.6.1	<p>The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form.</p> <ul style="list-style-type: none"> <li>• The name and address of the buyer;</li> <li>• The name and address of the seller;</li> <li>• The loading or shipment/ delivery date;</li> <li>• The date on which the documents were issued;</li> <li>• A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations);</li> <li>• The quantity of the products delivered;</li> <li>• Any related transport documentation;</li> <li>• Supply chain certificate number of the seller;</li> <li>• A unique identification number</li> </ul>	<p>From Aug 17-Aug 18 the shipping announcement made per contract basis and sold mainly to the internal refineries, example Jomalina Refinery and Nuri Refinery, therefore no payment involved.</p> <p>Seen the 1 of weighbridge ticket as below:</p> <ol style="list-style-type: none"> <li>1. Buyer: SDP KCP</li> <li>2. Address: Carey Island</li> <li>3. Delivery Date: 02.04.2018</li> <li>4. Ticket No: 007864</li> <li>5. Product: RSPO PK-IP</li> <li>6. Vehicle: BLF 1838</li> <li>7. Transporter: STB-STB MAJU (M) SDN BHD</li> <li>8. Quantity: 250 MT</li> </ol> <p>Supply chain certificate no: RSPO 591224(SC Model IP).</p>	Yes
	<ul style="list-style-type: none"> <li>• Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified</li> </ul>	Information gathered through multiple records as per 5.6.1 above.	Yes

	oil palm products (for example, delivery notes, shipping documents and specification documentation).		
	<ul style="list-style-type: none"> <li>For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance.</li> </ul>	Site has the shipping announcement made on 04/6/2018 (confirmation date) for the above transaction as per 5.6.1. Transaction ID: TR-bf717c52-f6a3 500 MT product: CSPK IP Seller contract no: S/C-PSD/1802/PK0114. Seller ref no: P/C-PNK/1802/PK0044.	
<b>5.7. Registration of transactions</b>			
5.7.1	<p>Supply chain actors who:</p> <ul style="list-style-type: none"> <li>are mills, traders, crushers and refineries and;</li> <li>take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, Refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable.</li> </ul>	<p>Diamond Jubilee POM is a mill and takes legal ownership and/or physically handle RSPO CSPO.</p> <p>Diamond Jubilee POM has the Palmtrace id: RSPO_PO1000000187.</p>	Yes
5.7.2	<p>The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform:</p> <ul style="list-style-type: none"> <li>Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do Shipping announcement / Announcement is based on members' own standard operating procedures.</li> </ul>	<p>The shipping announcement sampled as below:  Site has the shipping announcement made on 04/6/2018 (confirmation date) for the above transaction as per 5.6.1.  Transaction ID: TR-bf717c52-f6a3 500 MT product: CSPK IP</p>	
	<ul style="list-style-type: none"> <li>Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually.</li> </ul>	The volume for RSPO certified is monitored through the continuous account system and palmtrace transaction id.	Yes



	<ul style="list-style-type: none"> <li>Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed.</li> </ul>	No other scheme use for Diamond Jubilee POM.	Yes
	<ul style="list-style-type: none"> <li>Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements.</li> </ul>	Diamond Jubilee POM has kept all the RSPO certified volume through shipping announcement in Palmtrace. Seen the records for 1 year from Aug 2017 to Aug 2018.	Yes
<b>5.8. Training</b>			
5.8.1	The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff.	The SCC training has been conducted on 27.03.2018 on the SOP for Sustainable Supply Chain and Traceability version 2, year 2018, issue no 3, issue date Feb 2018.	Yes
5.8.2	Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed.	The SCC training was attended by 15 attendants from various position such as clerk, weighbridge clerk, laboratory analysis, assistant engineer and others in Diamond Jubilee POM by SQM, Sharifah Sharina.	Yes
<b>5.9. Record Keeping</b>			
5.9.1	The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements.	Diamond Jubilee POM has keep the records such as SOP, training, Palmtrace transactions, sales contracts, internal audit and management review as per RSPO SCC Standard 2017 requirement. Sampled seen as per 5.4.1, 5.6.1.	Yes
5.9.2	Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	The records are kept for minimum 2 years as per SOP for Sustainable Supply Chain and Traceability version 2, year 2018, issue no 3, issue date Feb 2018. All records kept in the weighbridge office.  Randomly sampled the last 2 years FFB Receive Detail Report by Supplier/Division/Product and weighbridge ticket dated 20.08.16. Both are available and well kept.	Yes

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5.9.3	The organization shall be able to provide the estimate volume of palm oil/palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	Diamond Jubilee POM has using the continuous accounting system where monthly balance monitored in Simeweigh System. Sighted the data for 1 year cycle from Aug 17 to Aug 18.	Yes
<b>5.10. Conversion factors</b>			
5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website ( <a href="http://www.rspo.org">www.rspo.org</a> ); RSPO Rules for Physical Transition of Oleochemicals and its Derivaties. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries.	This is Palm Oil Mill, so no conversion rate is used. The CPO and PK was extracted based on past actual rate.	Yes
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	This is Palm Oil Mill, so no conversion rate is used. The CPO and PK was extracted based on past actual rate.	Yes
<b>5.11. Claims</b>			
5.11.1	The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.	No claims been made under RSPO by Diamond Jubilee POM and it is confirm during site visit. This is also stated in the SOP that any claims regarding the use of or support of certified oil palm products shall comply with the rules on market communication and claims (2016).	Yes
<b>5.12. Complaints</b>			
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	The SOP has mentioned that where there are any stakeholder complaints received by mill, mill shall handle the complaints in accordance to Procedure for External Communication in PQMS SOM Sub-section 5.5 Appendix 5.5.3.2. Sighted the complaint	Yes

		book for both internal and external however no complaint regarding RSPO product received so far.	
<b>5.13. Management Review</b>			
5.13.1	The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken.	In SOP of management review, the management review will be hold annually at planned intervals.	Yes
5.13.2	The input to management review shall include information on: <ul style="list-style-type: none"> <li>• Results of internal audits covering RSPO Supply Chain Certification Standard.</li> <li>• Customer feedback.</li> <li>• Status of preventive and corrective actions.</li> <li>• Follow-up actions from management reviews.</li> <li>• Changes that could affect the management system.</li> <li>• Recommendations for improvement.</li> </ul>	The input for management review is as below: <ol style="list-style-type: none"> <li>1. There is no major resources/improvement needed into the system/operation as the system already in place for last 2 years</li> <li>2. Results from system audits: RSPO ASA 1 2017: 2 minor and MSPO external audit 2017: 6 OFI.</li> <li>3. Customers/Stakeholders feedback/complaints: To be taken action as and when required.</li> <li>4. Changes that could affect the management system: no changes.</li> <li>5. Recommendations for improvement: New approach is to address the management plan in SOU basis, production of PQ/SQ is being continued.</li> </ol> Review on status/issue of input and output for refineries, yield and labour force.	Yes
5.13.3	The output from the management review shall include any decisions and actions related to: <ul style="list-style-type: none"> <li>• Improvement of the effectiveness of the management system and its processes.</li> <li>• Resource needs.</li> </ul>	The output from management review: <ol style="list-style-type: none"> <li>1. Decisions and actions on process improvement, meeting customer requirements and resources needed.</li> <li>2. Labour force: All the OUs has acknowledged that they are having adequate manpower.</li> </ol>	Yes

**Appendix E : CPO Mill Supply Chain Assessment Report (Module *D* - CPO Mills: *Identity Preserved* )**

<b>D.1 Definition</b>			
	<b>Requirement</b>	<b>Evidence</b> For any N/A raised, justification is required.	<b>Compliance</b> (Yes / No or N/A)
D.1.1	A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from plantation/ estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Module E is applicable.	Diamond Jubilee POM has the complete procedure and method to verify the volumes and sources of certified, the implementation of any processing controls, and volume sales of RSPO certified products. No uncertified FFB received in Diamond Jubilee POM.	Yes
<b>D.2 Explanation</b>			
D.2.1	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (CB) in the public summary of the P&C certification report. For an independent mill, the estimated tonnage of CPO and PK products must be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.	The projection for certified FFB and production of certified CPO and PK in UP POM has been recorded in BSI's public summary report and registered in RSPO IT Platform.	Yes
D.2.2	The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).	IT Platform (PalmTrace) with ID RSPO_PO1000000187.	
<b>D.3 Documented procedures</b>			

D.3.1	<p>The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a. Complete and up to date procedures covering the implementation of all the elements in these requirements;</p>	<p>Diamond Jubilee POM has SOP for Sustainable Supply Chain and Traceability version 2, year 2018, issue no 3, issue date Feb 2018, where if there is contamination of RSPO/MSPO certified material during receiving, processing, storage and despatch, the mill/estate shall downgrade the materials following the downgrade order: RSPO: IP-&gt;MB-&gt;Non-certified and the volume of downgraded material shall be recorded accordingly. So far, there is no non-conforming FFB or document received.</p>	Yes
	<p>b. The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site's procedures for the implementation of this standard.</p>	<p>The person having overall responsibility for and authority over the implementation is Head of Operating Unit as per the SOP for Sustainable Supply Chain and Traceability version 2, year 2018, issue no 3, issue date Feb 2018 and for assisted by Assistant Manager, Mr Muhamad Nasrudin bin Alam as person in charge for Environmental/Quality Management systems related internal/external certification for Supply Chain Certification System (SCCS) as per appointment letter dated 01 July 2018.</p>	Yes
D.3.2	<p>The site shall have documented procedures for receiving and processing certified FFBs.</p>	<p>Diamond Jubilee POM has SOP for Sustainable Supply Chain and Traceability version 2, year 2018, issue no 3, issue date Feb 2018, where if there is contamination of RSPO/MSPO certified material during receiving, processing, storage and despatch, the mill/estate shall downgrade the materials following the downgrade order: RSPO: IP-&gt;MB-&gt;Non-certified and the volume of downgraded material shall be recorded accordingly. So far, there is no non-conforming FFB or document received.</p>	Yes
<b>D.4 Purchasing and goods in</b>			
D.4.1	<p>The site shall verify and document the tonnage and sources of certified FFBs received.</p>	<p>Diamond Jubilee POM has the real time basis report through the monthly record in using Sime Weigh system adapted in mill.</p>	Yes

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		Sighted the record from Jul 2017-Aug 2018, a total of 33,362.889 MT for CSPO and 8,446.63 MT for CSPK and for FFB certified tonnage is 6,900.73 MT of FFB/month (MT).	
D.4.2	The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	As per SOP for Sustainable Supply Chain and Traceability version 2, year 2018, issue no 3, issue date Feb 2018, the oil mills shall inform PSQM complete with justification immediately if there is a projected overproduction of certified tonnage. PSQM shall upon verification notify the respective CB accordingly for any updates in the RSPO-IT (PalmTrace) system.	Yes
<b>D.5 Record keeping</b>			
D.5.1	The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis.  <i>IP Mill must report on real time basis.</i>	Diamond Jubilee POM has the real time basis report through the monthly record in using Sime Weigh system adapted in mill. Sighted the record from Jul 2017-Aug 2018, a total of 33,362.889 MT for CSPO and 8,446.63 MT for CSPK.	Yes
<b>D.6 Processing</b>			
D.6.1	The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non- certified oil palm product including during transport and storage to strive for 100% separation.	All FFB received and processed are from certified sources, which are from own estates. If the demand is for conventional CPO and PK, the 1:1 downgrade is used.	Yes

**Supply Chain Declaration** *(Applicable For Appendix E)*

<b>A. Monthly Records of Certified and Uncertified FFB Received since the last audit (July 2017 - August 2018)</b>				
<b>No.</b>	<b>Month - Year</b>	<b>Volume of FFB from certified supply bases (mt)</b>	<b>Volume of FFB from uncertified supply bases (mt)</b>	<b>Total FFB/Month (mt)</b>
1	July 17	12,231.61	-	12,231.61
2	August 17	13,152.23	-	13,152.23
3	September 17	13,380.41	-	13,380.41
4	October 17	13,546.44	-	13,546.44
5	November 17	15,214.42	-	15,214.42
6	December 17	13,751.09	-	13,751.09
7	January 18	12,892.69	-	12,892.69
8	February 18	11,233.81	-	11,233.81
9	March 18	13,512.23	-	13,512.23
10	April 18	8,505.52	-	8,505.52
11	May 18	8,781.71	-	8,781.71
12	June 18	7,838.78	-	7,838.78
13	July 18	6,430.36	-	6,430.36
14	August 18	7,615.25	-	7,615.25
	<b>TOTAL</b>	158,086.55		158,086.55

<b>B. Monthly Records of Certified CPO &amp; PK since the last audit (July 2017 – August 2018)</b>			
<b>No.</b>	<b>Month - Year</b>	<b>Certified CPO (mt)</b>	<b>Certified PK (mt)</b>
1	July 17	2,727.30	648.25
2	August 17	2,670.60	687.50
3	September 17	2,692.89	693.91
4	October 17	2,717.50	699.52
5	November 17	3,048.59	769.50
6	December 17	2,961.06	759.77
7	January 18	2,571.13	714.47
8	February 18	2,390.39	525.27
9	March 18	2,967.70	753.33
10	April 18	2,011.08	528.66

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11	May 18	1,844.42	474.95
12	June 18	1,725.94	416.98
13	July 18	1,395.45	353.07
14	August 18	1,638.84	421.45
	<b>Total</b>	<b>33,362.89</b>	<b>8,446.63</b>

<b>C. Records of Certified CPO &amp; PK Sold under PalmTrace to Buyers since the last audit (July 2017 – August 2018)</b>				
<b>No.</b>	<b>Buyers Name</b>	<b>Palmtrace Trading License Number</b>	<b>Certified CPO Sold (mt)</b>	<b>Certified PK Sold (mt)</b>
1	Sime Darby Plantation Berhad - NURI Refinery	TR-42b9cf0c-c921 TR-ee7abcc5-4740 TR-25ade3d4-2a91 TR-cc9b1d7a-555e TR-e5a8e84b-0af2 TR-b46ffca7-c2c7 TR-58a3dd28-dbe6 TR-283510c9-3bef TR-057f9e44-cf1f TR-f460ffec-4fe2 TR-fab2355a-9527 TR-b7c60682-5186 TR-3a39cf0a-6c14 TR-ea618a92-b4aa TR-ebc3583a-179b TR-8541092f-792a TR-30431e6f-1ea8 TR-4be94253-c04f TR-c5bb5221-01c1	5,915.76	-
2	Sime Darby Plantation Berhad " Jomalina Refinery	TR-d37e6ca8-d692 TR-c624b558-62cb TR-619baf61-1c99 TR-11aaefcf-b507 TR-4a882459-2334 TR-9f870f15-1648 TR-f3d2fc53-a72f TR-e51f3ee2-bc1a TR-6cf59fb5-7958 TR-be7d81da-208b TR-a57cbbda-9d6d TR-7c47d7df-d8b1	3,193.00	-
3	SIME DARBY PLANTATION BERHAD KCP CAREY ISLAND	TR-bf717c52-f6a3 TR-d045dd0f-e69e TR-c299c58d-00d7 TR-b294197a-787b TR-8113217c-36c2 TR-6e60d067-6cb3 TR-afb6bd4f-6db0	-	3,550



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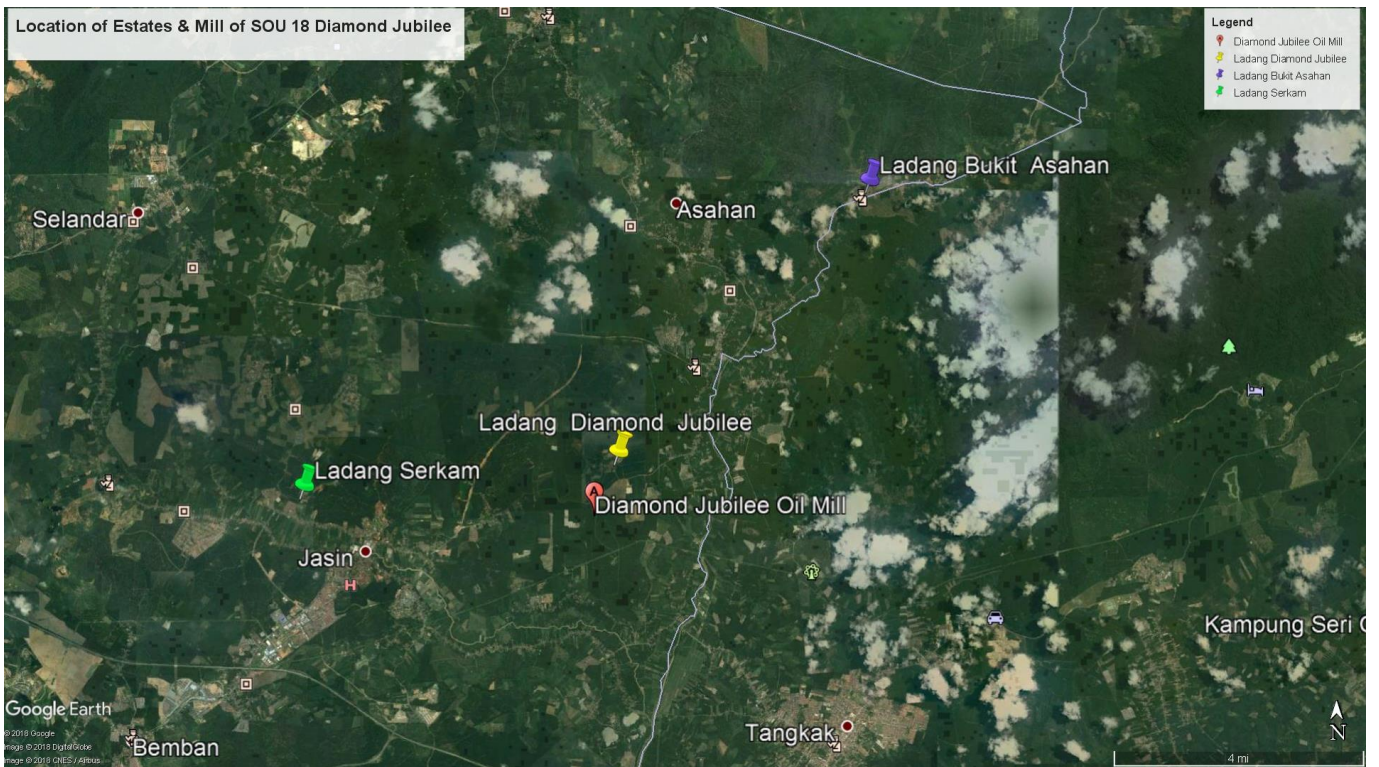
	TR-49aa36db-4492	
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<b>D. Records of CPO &amp; PK Sold under other schemes to Buyers since the last audit (if any)</b>				
No.	Buyers Name	Scheme Name	CPO Sold (mt)	PK Sold (mt)
N/A				

<b>E. Records of CPO &amp; PK Sold as conventional to Buyers since the last audit (if any)</b>			
No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)
1	BMD	607.13	-
2	FGV TRADING	123.05	-
3	IOIPAN CENTURY	449.15	-
4	MEWAH OILS	318.46	-
5	MEWAHOLEO	649.89	-
6	NCH O&F SEMYIH	20.00	-
7	SD KEMPAS S/BHD	1047.28	-
8	SDP JOMA REF	6384.55	-
9	SDP NURI	14204.55	-
10	SDFT - TRADING	321.00	-
11	HOK HUAT OM	-	100.00
12	HUP LEE	-	914.74
13	JIN LEE	-	154.76
14	PGEO OM	-	468.71
15	PREMIUM VEGE	-	508.97
16	SDP KCP	-	2326.25
17	SINHUATHIN	-	377.88
<b>Total</b>		<b>24,125.06</b>	<b>4,851.31</b>

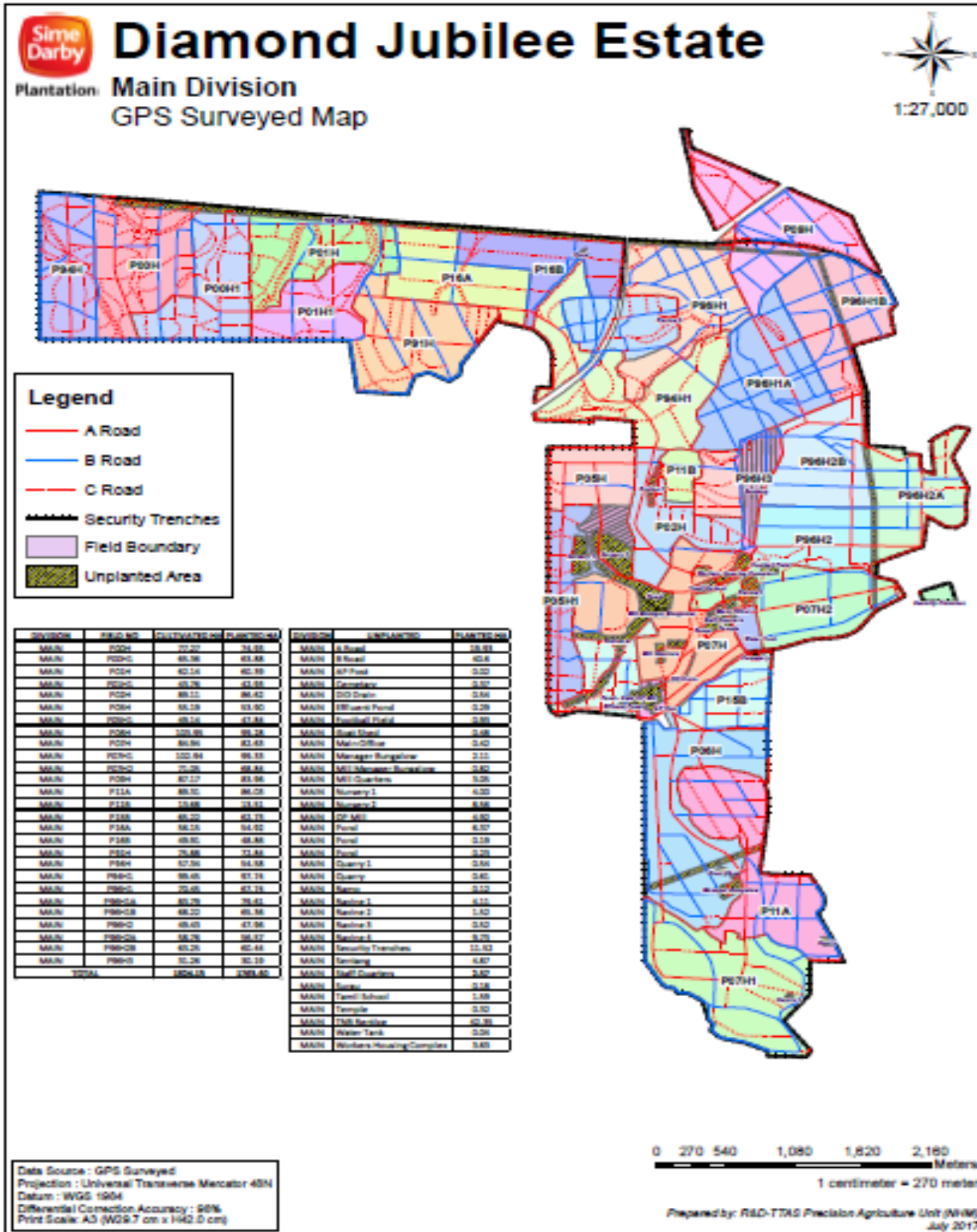
<b>F. Records of Certified CPO Sold under RSPO Credits to Buyers since the last audit (if any)</b>			
No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold (mt)
N/A			

**Appendix F: Location Map of Certification Unit and Supply bases**

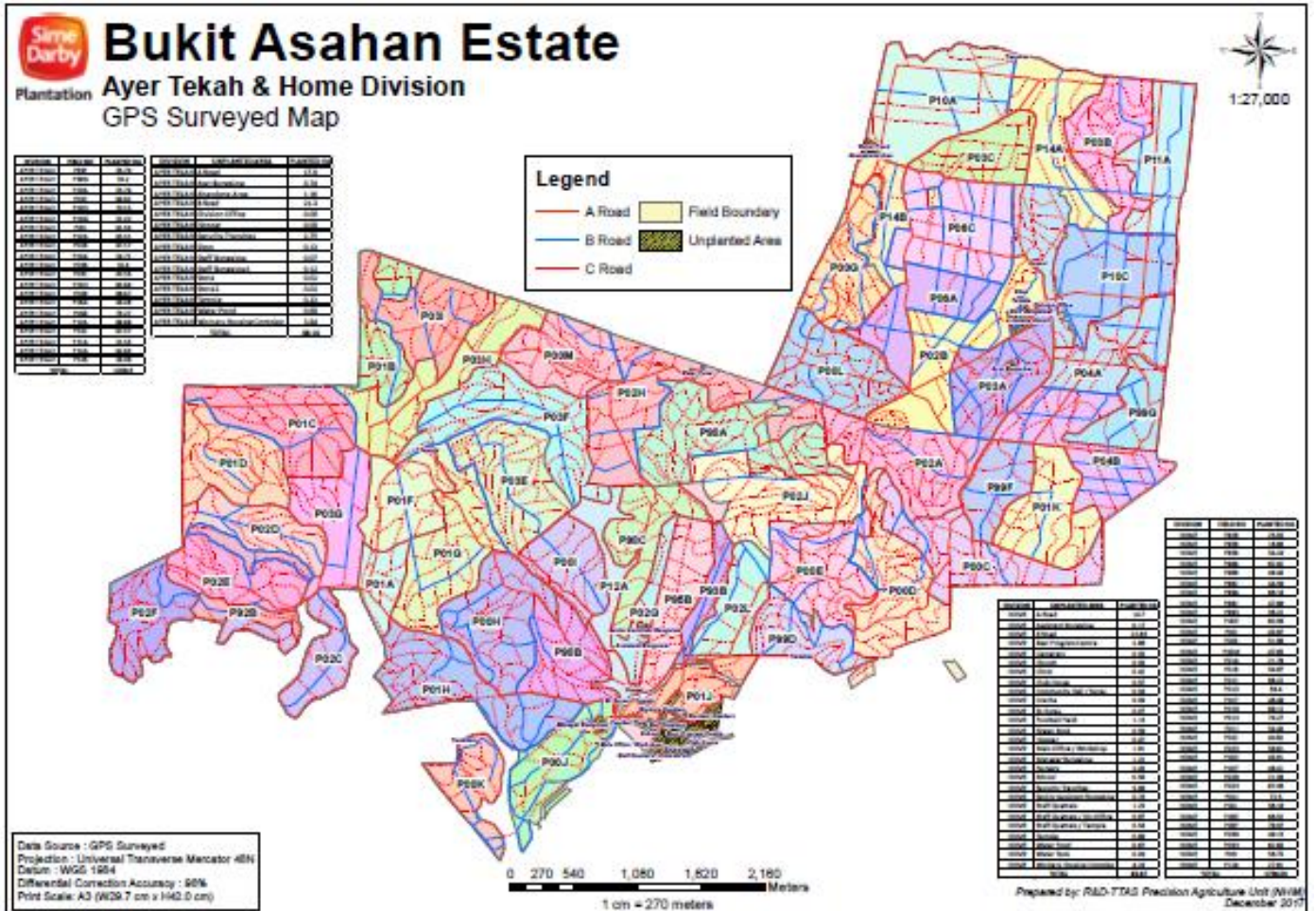




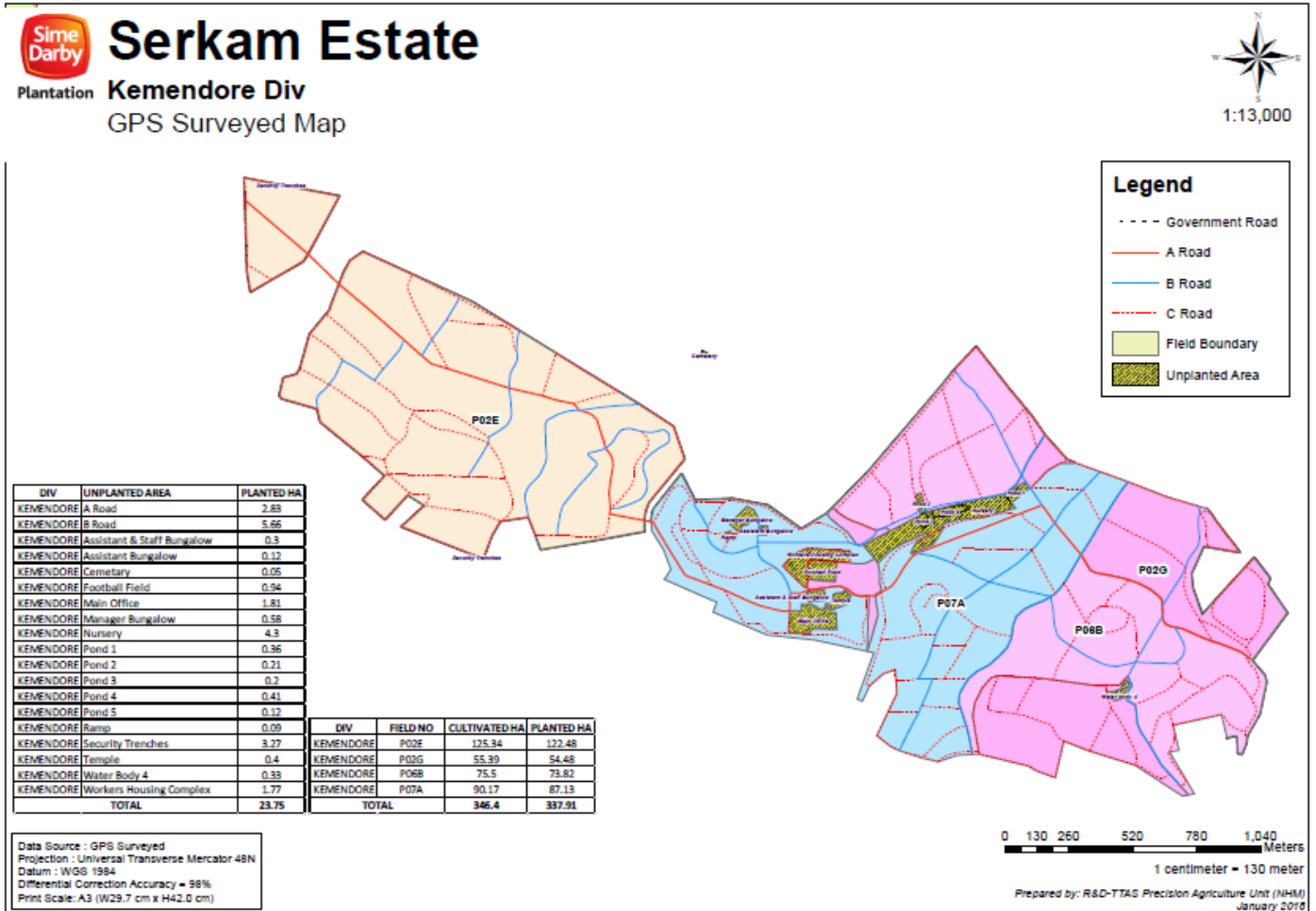
**Appendix G: Diamond Jubilee Estate Field Map**



### Appendix H: Bukit Asahan Estate Field Map



**Appendix I: Serkam Estate Field Map**



**Appendix J: List of Smallholder Sampled** *(If applicable – scheme/associated/group certification)*

Not applicable.

## **Appendix K: List of Abbreviations**

a.i	Active Ingredient
BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
CSPKO	Certified Sustainable Palm Kernel Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
IP	Identity Preserved
IS - CSPO	Independent Smallholder Certified Sustainable Palm Oil
IS – CSPKO	Independent Smallholder Certified Sustainable Palm Kernel Oil
IS – CSPKE	Independent Smallholder Certified Sustainable Palm Kernel Expeller
ISCC	International Sustainable Carbon Certification
LD50	Lethal Dose for 50 sample
MB	Mass Balance
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles & Criteria
RTE	Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure